

18.0 HISTORICAL PRESERVATION OF ARTICLES

18.1 The Superintendent of Schools shall cause to be established guidelines for dealing with matters of the historical preservation of district articles and artifacts. The guidelines shall be readily available to all staff members and shall, as a minimum, address the following matters:

18.1.1 Determination of the storage and/or display of items

18.1.2 Location of the storage items

18.1.3 Procedure to access the items

18.1.4 Procedure to determine what, when and how to discard items

18.1.5 Length of archival time for items

18.1.6 Option for individuals to acquire items when archival time expires

18.1.7 Responsibility for the archiving of items shall be by committee, to include the Athletic / Activities Director, Building Principal and the administrator in charge of facilities management.

18.1.8 The responsibility of the administration is to share the archival procedure with new administration when transitions in administration occur.

Adopted: July 13, 2011