

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE I
SCHOOL BOARD RECORDS**

General Description: Records generally relating to the elected Board of Education and its members that govern the district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Minutes of the Meetings of the Board Of Education** that record the issues that come before the Board of Education at all official regular meetings and the Board's decisions to these issues.

Retention: Permanent
Format: The official record will be paper or electronic
Location: Current year plus one will be kept in the Board of Education Office. Previous years will be stored in the Records Management Center. The official copy is kept in the Records Management Center.

2. **Legal Opinions** requested by the Board and supplied by school district counsel or the courts that provide legal guidance on various matters pertinent to the school district.

Retention: Permanent
Format: The official record will be paper or electronic
Location: Current year plus one will be kept in the Superintendent's Office. Previous years will be stored in the Records Management Center.

3. **Certification of School Board Election Results** that have been validated and affirmed by the county clerk and record the number of votes each prospective board member or board ballot issue received.

Retention: Permanent
Format: The official record will be paper or electronic
Location: Current year plus one will be kept in the Board of Education Office. Previous years will be stored in the Records Management Center.

4. **School Board Election Records**

Retention: 30 days after the election provided the election or the results of it have not been challenged. Should an election be contested all records are to be retained until such time that the appropriate court allows them to be destroyed.
Location: Board of Education Office.

5. **Organization and Reorganization Records Of The School District**

Retention: Permanent
Format: The official record will be paper or electronic
Location: Current year plus one will be kept in the Superintendent's Office. Previous years will be stored in the Records Management Center.

6. **Board Meeting Packets and Agendas** that include summary and detail information to be considered at the upcoming Board meeting.

Retention: Permanent
Format: The official record will be either paper or electronic. Packets and Agendas may also be found on the District's website.
Location: Current year plus one will be kept in the Board of Education Office. Previous years will be stored in the Records Management Center.

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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7. Board Executive Session Audio Recordings

Retention: 90 days
Format: Audio Tape
Location: District's Legal Counsel

8. **Resolutions of the School Board** that relate to the school district's endorsement of a position, action or policy on a given topic such as supporting a statewide referendum on school funding.

Retention: Permanent
Format: The official record will be paper or electronic
Location: Current year plus one will be kept in the Board of Education Office. Previous years will be stored in the Records Management Center.

9. **Board Policies and Regulations** adopted by the school board in relation to various school activities and functions. Examples of these would be to protect students and staff, set standards of conduct and dress, and provide accountability to the taxpayers.

Retention: Permanent
Format: The official record will be paper
Location: Records Management Center

10. **Correspondence – Routine** is written communication that is sent or received by one or more individuals via the US mail, private courier, facsimile transmission or electronic mail. The information contained in this type of correspondence is general in nature and does not convey Board of Education policy or legal/fiscal positions.

Retention: 3 years
Format: Storage is to be on paper. When communications of this nature are received electronically it is to be printed on paper.
Location: Board of Education Office

11. **Correspondence – Legal, Fiscal, Policy** – this written communication is sent in the same manner as the routine correspondence, but its' value is important to the school district and or Board of Education by the very nature of its subject matter. Examples of this type of correspondence are communications dealing with district fiscal policy, legal issues, property records, court filings and other topics that may be needed for future use.

Retention: Permanent
Format: Storage is to be on paper. When communications of this nature are received electronically it is to be printed on paper.
Location: Board of Education Office for one year and then transferred to the Records Management Center.

12. Board Meeting Video Recordings

Retention: 10 years
Format: Storage is DVD.
Location: Records Management Center

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.