

CAPITAL AREA
SCHOOL FOR THE
ARTS CHARTER
SCHOOL (CASA
CHARTER SCHOOL)

SECTION: OPERATIONS

TITLE: RECORD RETENTION AND
DESTRUCTION

ADOPTED:

8/12/13

REVISED:

830. RECORD RETENTION AND DESTRUCTION

This Policy pertains to all records and documents, regardless of physical form or characteristics, which have been created or received by the Capital Area School for the Arts Charter School (“Charter School”) in connection with the transaction of school business. For purposes of this policy, “records” are defined as recorded information that is generated internally or received from external sources that is utilized in the transaction of school business, related to the school’s legal obligations, documenting a transaction or verifying a receipt. Recorded information can be comprised of various characteristics and can be found on different media including paper, photographs, audio or video recordings, electronic messages, computer hard drives, tapes, compact discs, microfilm and microfiche.

This policy pertains to records which are specifically defined herein. **This policy does not pertain to student records. The handling of such records is addressed in the Student Records Policy.**

The school shall designate a person who shall be responsible for implementing this policy and for ensuring compliance with it. Any questions regarding document retention and/or destruction shall be directed to the person designated.

All records are the property of the school and no employee has any personal or property right to such records regardless of his or her position or the fact that he or she may have developed or compiled them.

Employees should refer to the Document Retention Schedule attached to this policy for information concerning the period for specific types of records. Records shall not be destroyed before the required retention period has expired. Additionally, records shall not be retained for longer than the required retention period without first contacting the person designated by the school to implement and ensure compliance with this policy. Duplicates of original documents should generally be discarded after use unless necessary to support current operations. If duplicates are so retained, they should be discarded after they have served their purpose. In no event should duplicates be retained for a period longer than the retention period for the original document.

Electronic documents shall be retained as if they were paper documents. Any electronic files that fall into one of the document types on the schedule set forth below shall be maintained for the appropriate amount of time. Electronic and voice mail and other electronic data that are not official records should be destroyed.

Upon any indication of an official investigation of Charter School or litigation involving Charter School, document destruction shall be suspended immediately. Destruction shall be reinstated upon the conclusion of the investigation or litigation. Employees are prohibited from discarding documents that would normally be retained for a longer period of time because they believe that the records might be harmful to any employee or to Charter School. The unauthorized destruction, removal, use, falsification or inappropriate alteration of any record is prohibited.

Records are to be maintained for the minimum retention periods stated below in order that Charter School meets legal requirements; ensures retention for historical or archival purposes, ensures necessary documentation to defend Charter School in legal proceedings or relevant to an action that has been threatened or commenced; ensures that documents are available for audit; and assists Charter School in normal management operations. The various reasons given below in the Records Retention Schedule are:

- Archival: permanent retention to meet fiscal, legal, administrative or historic needs;
- Litigation: information necessary to defend Charter School against claims;
- IRS: periods noted per the regulations for various financial and related functions;
- 24 P.S. §5-518: “Every board of school directors shall retain as a permanent record of the district, the minute book, each annual auditor’s report, and each annual financial report. All other financial records of the district, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the district for a period of not less than six years. Records may be retained as recorded or copied in accordance with 53 Pa.C.S. Ch. 13 Subch. F (relating to records);
- Administrative: record availability necessary for management of and normal functioning of Charter School;
- Personnel File: human resource related records which may contain private information which is not subject to PA Right-to-Know Law.