



Section: 6000 Students

Title: Student Records Retention Policy

Code: 6010

Status: Active

Adopted: May 25, 2016

Revised:

The Board recognizes its obligation to prepare, maintain, and dispose of student records in a manner consistent with federal and state statutes. Accordingly, all student records shall be up to-date and shall be maintained with appropriate measures of security and confidentiality.

The School will abide by the Family Educational Rights and Privacy Act of 1974 ("FERPA") in regard to the procedures for inspection, review and disclosure of student records as set forth in 20 U.S.C. § 1232g, 34 C.F.R. Part 99.

Records governed by this policy include any recorded information directly related to a student and maintained by the School. Student records will be stored electronically via software maintained on a secure network and backed up each night that school is in session. Records will be maintained for the appropriate retention period required by federal and/or state regulations.

Paper versions of student records will be stored in locked fireproof cabinets or a fireproof room behind double locks. Records that have met their retention requirements and are not subject to other legal or audit holds, will be destroyed by burning or shredding the documents in accordance with Chapters 121 and 132 of the North Carolina General Statutes (archives and public records).

Adopted: 5/25/16

Reviewed:

Revised:

Legal Reference: [N.C.G.S. 121](#), [N.C.G.S 132](#)