

Section 2000 ADMINISTRATION  
POLICY TITLE: Records Retention Policy  
POLICY NUMBER: - 2145

## RECORDS RETENTION POLICY

Adopted: 11-20-25

Reviewed: \_\_\_\_\_

### Purpose

Ensure proper maintenance, retention, and disposal of District records in compliance with applicable law.

### Policy

District records shall be retained in accordance with retention schedules; obsolete records shall be disposed of securely.

### Procedures

1. Classification: Define record types and retention periods.
2. Storage: Secure, accessible storage for active records.
3. Disposal: Shredding or secure deletion of records beyond retention.

### Review

Every 2 years or as regulations change.

Approved by the Board on: 11-20-25

Board Secretary: 