

Category: 5000 BUSINESS	Policy Number: 5730
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Policy Title: Records Management	Effective Date: December 17, 2008
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__The clerk shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

Record Safety:

The Superintendent or designee shall create and enforce a procedure in an effort to keep the district's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include: personnel files, student records, fiscal documents [financial and insurance], etc.\

In creating the procedure, the Superintendent or designee shall consider the following:

- Physical security
- Backup storage security
- Backup schedule
- Rotate backups
- Remote access
- Personnel authentication
- Backup infrastructure security
- Duplicating records for off-site storage
- Storing computer tapes and disks in fire/waterproof safes

The procedure should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

References:

- Policy 4310, "Access to Public Records"
- Policy 5710, "Building and Grounds Records"
- Policy 5720, "Food Services Records"
- Policy 5740, "Record Retention Schedule"
- Policy 5750, "Transportation Records"
- Policy 6118, "Student Record Keeping"
- Policy 7570, "Personnel Records"
- Policy 8116, "Attendance - Records"
- Policy 8540, "Student Records and Directory Information"
- Policy 8545, "Health Records and Emergency Care"
- Policy 8755, "Relationship Between School and Law Enforcement"

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