

DATA AND RECORDS RETENTION

FILE: EHB

TITLE: **Records Retention and Disposal**

POLICY:

- (1) The School Board of Orange County, Florida ("Board") shall establish and maintain via Records Management, a system for the retention and destruction of district records in order to reduce the space required for record storage and to permit the Superintendent or designee to administer the affairs of the district more efficiently.
- (2) Pursuant to public records laws and rules of the Florida Department of State, the Superintendent shall, via the Records Management Liaison Officer ("RMLO"), follow the records retention schedules set forth by the Florida Department of State for each record series or type of record.
- (3) Records which are designated as permanent records by the Florida Department of State Library and Archives and those selected by the Board, Superintendent, or RMLO as having permanent value may be destroyed after being photographed, imaged, or reproduced on film, provided applicable audits have been completed for the period covering the dates of said documents. Documents in the form of film, electronic image, or prints made in compliance with this policy shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- (4) After complying with the provisions of the relevant Florida Statutes, the Superintendent or designee is authorized, at his/her discretion, to destroy records, papers, and documents that are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records.
- (5) Each school shall maintain a record of each student's cumulative file/educational documentation. The original of these records shall be retained at the school for a maximum of two (2) school years and subsequently forwarded to Records Management for retention.
- (6) In the event of a disaster, the Board shall adhere to the district's established Disaster Recovery Plan ("DRP") to recover micrographic and electronic records and operations in accordance with Board Policy EBCA Disaster Plans.

SPECIFIC AUTHORITY: Sections 119.01; 120.53; 257.36; 1001.51; 1001.52, Florida Statutes

Rule 1B-26.003, Florida Administrative Code

TITLE: **Computer Data Base Resources**

POLICY:

The Superintendent or designee shall develop procedures and a system to protect the district's investment in application software and data files. The system shall include provisions for storing back-up or duplicate programs and filing in a fire-proof vault in a facility other than that housing the computer system. Procedures and operating practices associated with access to the district's data bases shall conform to the confidentiality of the data involved.

SPECIFIC AUTHORITY: Sections 1001.41; 1001.51, Florida Statutes

ADOPTED: 11/17/08

REVISED: 05/10/16