

Regulation 0518-10

Inactive Student Cumulative Education Record Destruction

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Purpose

The purpose of this Administrative Regulation is to outline the process for the secure identification and destruction of student physical cumulative education records that are no longer required to be maintained.

Definition of Inactive Student Cumulative Education Record

For the purpose of this Administrative Regulation, an Inactive Student Cumulative Education Record is defined as:

- The paper cumulative education record of a student who withdrew or otherwise stopped attending a District school. This should include any preschool or kindergarten records.
- A paper cumulative education record created in an elementary school but not transferred to a middle school or created in middle school but not transferred to a high school or created in high school and the student withdrew.
- A paper cumulative education record of a student who passed away during elementary, middle or high school.

Criteria and Process for Record Destruction

The District may destroy elementary, middle and high school Inactive Cumulative Education Records for all former students through the following process:

Identification of Records

Designated school personnel (e.g., District designee, building registrar and administrator) shall identify paper cumulative files at each Elementary, Middle, and High School that meet the definition of Inactive Student Cumulative Education Record.

Organization of Records

As per this Administrative Regulation, Inactive Student Cumulative Education Record shall be sorted and stored by student date of birth (DOB) to align with the established “Age of Destruction Table” for consistency and efficiency.

Retention of Key Student Information

The following information (if available) shall be recorded prior to destruction:

- Full legal name of the student
- Student identification number (EDUID and/or PS)
- Date of birth
- Date of destruction
- Name of the authorized individual who performed the destruction.

Transfer of Retained Destruction Information

The electronic Student Records Destruction Form from each individual school shall be transferred to the District Service Center and stored by the Student Integration and Information System Department.

Beginning with the 2006-2007 school year was the first year of an electronic student information system, PowerSchool (PS) which manages student educational records. This pertains to students who enrolled in school with a DOB on or the day of September 1, 2001.

Secure Destruction of Records

All paper Inactive Cumulative Education Records identified for destruction shall be shredded to ensure the safety and confidentiality of student information. This process shall align with industry best practices for handling personally identifiable information (PII).

Compliance with Legal and District Policies

This process shall be conducted in compliance with the Family Education Rights and Privacy Act (FERPA), state records retention laws, and any applicable District Policies.

The District's Registrar is responsible for oversight of Inactive Student Cumulative Education Record Destruction and compliance with this Administrative Regulation and all possible federal and state laws.

The electronic Inactive Student Cumulative Education Record Destruction log will be maintained by the Student Integration and Information System Department.
