

ELECTRONIC DOCUMENT STORAGE AND RETENTION GUIDELINES

RETENTION GUIDELINES

In addition to the Wyoming State Archives Records Management Manual for School Districts guidelines, Sweetwater County School District Number One, State of Wyoming will manage electronic documents and records as follows:

Email – All inbound, outbound and intra-district employee email will be retained for a period of 1 year. All inbound, outbound and intra-district student email will be retained for a period of 1 year from the end of said school year. Stored email will be scanned for acceptable use per policies JFCM and GBCE.

Server Based Accounts – Student Server Account data will be retained until the end of a given school year. Employee based Server Account data will be retained for a period of 2 years. Employees that do not use server based accounts for daily storage of documents will be required to place a backup copy of all their documents on a designated server account at the end of each month(minimum) or sooner based on employee back-up needs.

Video Surveillance - Daily Video Surveillance from building security cameras systems and bus camera systems will not be archived. Each system retains and expires footage based on the capacity of the hard drives in the DVR units and on the buses. Any footage saved for the purposes of student disciplinary action, employee misconduct and investigations, general investigations, criminal investigations or requests based on advise from counsel shall be retained for a period of 7 years.

Instant Messaging – All Instant Messages will be retained for a period of 180 days. Stored Instant Messages will be scanned for acceptable use per policies JFCM and GBCE.

Wyoming Department of Education State Reports – All Wyoming Department of Education State Reports and supporting documentation shall be retained for a period of 7 years.

Federal Government Reports – All Federal Government Reports and supporting documentation shall be retained for a period of 7 years.

Electronic Systems Data - Data from our various Electronic Systems will be retained based on the Wyoming State Archives Records Management Manual for School Districts or the following(which ever is longer):

PowerSchool – Primary Student Data, Student Transcript Data, Disciplinary Data and Testing Data will be retained indefinitely. PowerGrade Data will be retained for a period of 5 years from the end of the fiscal year; Power Lunch Data and associated reporting will be retained for a period of 5 years from the end of the fiscal year.

Sage – All data will be retained for 7 years unless extended due to audit or legal timeframes;

HealthMaster – All student medical data will be retained indefinitely to be matched up with PowerSchool Academic data;

Computerized Academic Interventions – All data will be retained until the end of a given school year;

Web Help Desk – All data will be retained indefinitely;

Educational Collaboration Systems – All data from a given school year will be retained for a period of 1 year from the end data of said school year;

Network Reports and Configurations – All data will be retained for 1 year;

Software Licensing Records – All active licenses will be retained indefinitely while said license is active and current. Expired licensing data will be retained for 3 years;

Fixed Asset Inventory Records – All data will be retained for 7 years.

The guidelines listed above also apply to back-up and duplicate copies of said data.

Adopted: 6/9/08

School District #1, Sweetwater County, Wyoming