

Tapestry Public Charter School Policy Manual

Records Management Policy

Adopted: 8/18/2014

Revised:

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

Sections:

- I. RECORDS MANAGEMENT RESPONSIBILITIES**
- II. PERSONNEL FILES**
- III. STUDENT PERMANENT RECORDS**
- IV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

I. RECORDS MANAGEMENT RESPONSIBILITIES

The following individuals will be responsible for overseeing the maintenance and retention of various types of records at the Tapestry Public Charter School:

Business Manager

- 1) Accounting and fiscal records
- 2) Personnel
- 3) Corporate
- 4) Taxation

Registrar

- 1) Student and family records

These individuals will conduct an annual review of relevant records to ensure their proper maintenance and retention according to the timeframes outlined in the “Record Retention Schedule.” Whenever possible, electronic copies of all records will be maintained on the school’s server and backed up offsite according to the regular electronic backup schedule.

The principal shall meet with the business manager and registrar following the completion of the annual records review to ensure compliance with this policy.

II. PERSONNEL FILES

Personnel files are the property of Tapestry, and access to the information contained therein is restricted except as may be required by state or federal laws or the judicial process. Only authorized representatives of the school, the employee, or the employee’s designated representative with a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, an employee may review material and/or request a copy of any or all of the materials in the employee’s

file at the employer's cost, but only in the presence of the business manager or the designated file custodian. With written authorization from the employee, the employee's representative may review and/or request copies of file contents.

All personnel files are maintained by and kept in the office of the business manager. These files are locked during and after normal business hours with access limited as described above. The business manager and the principal will be the only individuals with a key to these files.

Employees shall promptly notify the business manager in writing of any changes in personal data, which may impact their employment. Personal mailing addresses, telephone numbers, dependent information, emergency contact information, and other status changes must be accurate and current at all times.

III. STUDENT PERMANENT RECORDS

School permanent records include all educational and disciplinary materials directly related to a student that the school maintains. Tapestry will maintain student records in a confidential manner and comply with all state and federal laws regarding the privacy of these records, including the Family Educational Rights and Privacy Act (see following section).

Parents/legal guardians of a current student may review a student's records maintained by the registrar, but the files may not be removed from the office. All financial obligations must be met before a student's records will be transferred to another school.

All student records are maintained by and kept in the school office. These files are locked during and after normal business hours with access limited as described above. The registrar and the principal will be the only individuals with a key to these files.

IV. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible

student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

RECORD RETENTION SCHEDULE

ACCOUNTING AND FISCAL	Yr	CORPORATE	Yr
Accounts Payable Record	5	Annual Reports	P
Account Receivables Record	5	Bonds	P
Audit Reports	P	Budgets	3
Audit Reports (Internal)	3	Contracts (After Expiration)	7
Bank Statements & Reconciliations	3	Correspondence (General)	3
Cancelled Checks	7	Correspondence (Legal)	P
Check Registers	P	Insurance Policies (After Expiration)	5
Deposit Slip Duplicates	2	Inventories	7
Expense Analysis & Distribution Schedules	7	Leases (After Expiration)	6
Financial Statements	P	Legal Briefs	P
Fixed Assets Record	P	Merger Acquisition Records	P
General Ledgers	P	Minutes	P
Invoices	7	Office Equipment Records	6
Journals/Cash Books	7	Profit & Loss Statements	P
Payroll Records	5	Property Records	P
PERSONNEL		TAXATION	
Contracts (After Termination)	5	Annuity of Deferred Payment Plan	P
Earnings Records	6	Depreciation Schedules	P
Employee Personnel Files	3	Employee Withholding Statements	7
Employment Applications	5	Tax Bills & Statements	P
Insurance records	P	Tax Returns & Work Papers	P
Retirements & Pension Plans	P		
Time Cards	2	STUDENTS & FAMILIES	
Training Manuals	P		
Travel Records	1	Report Cards	9
		Student Graduation Portfolios	4
		Family Folders (includes application, family contract/volunteer log, residency)	4