

Records Retention (D-14a)

School Districts accumulate thousands of pages of records every year --- records that soon become obsolete. Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records.

A school district may provide for the destruction of obsolete records. Prior to such destruction, at least 60 days' notice in writing of such destruction shall be given to the State Historical Society, which shall preserve any records it determines to be of historical interest. The State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than seven years, unless a shorter period is fixed by the public records and Forms Board under State Statute 16.61(3)(e) and as provided under sub (7). This section does not apply to pupil records under State Statute 118.125.

The school board adopts and follows the School District Records Retention Schedule (SDRRS). The SDRRS provides for recommended retention periods for records common to all school districts. This adoption will improve the school district's record management.

Legal Ref: Wisconsin Statutes Sections:
120.13 (28)
Section 19 Subchapter II: Public Records and Property;
2003 Wisconsin Act 47
Section 19.31 – 19.39: Compliance Outline 2004

Cross Ref: St. Francis School Policy D-14 – Exhibit (1) – Notice of Public Access to Records
St. Francis School Policy D-14A – Records Retention
St. Francis School Policy D-08 – Student Records

Rule: SDRRS-1 (New 1-90) – Notification of Adoption of School District Records Retention Schedule

Adopted: June 6, 2005