Public Records Retention/Disposition

Section 1. General. Records created in the general course of the business of the Corporation are school records and are public documents. As such, the retention or disposition of school records must follow statutory guidelines.

Section 2. Definition of “Public Record.” “Public record” means any writing, paper, report, study, map, photograph, book, tape recording, or other material that is created, received, retained, maintained, or filed by, or with the Corporation and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material, regardless of form or characteristics.

Section 3. Designation of Corporation Records Manager/Disposition Agent. The Corporation’s Chief Financial Officer is designated as the Corporation’s records manager and records disposition agent. No records or category of records shall be destroyed unless authorized by the Corporation’s Chief Financial Officer, or designee.

Section 4. Retention/Disposition Schedules. The Corporation adopts, and incorporates by reference, as the Corporation’s public records retention/disposition schedules, the retention/disposition schedules for Indiana public school records available as a guide, under the title "Care of Indiana Public School Records: A Record Creator's Guide", on the Indiana Commission for Public Records website (www.in.gov/icpr/2740.htm), and any subsequent amendments thereto. A copy of said retention/disposition schedule shall be posted on the Corporation’s website (Staff tab) and maintained in the office of the Corporation’s Chief Financial Officer.

Section 5. Default Retention Schedule. If no specific retention period is established in the retention schedules for a specific records category, the record shall be retained for three years from the date of the record’s creation.

Section 6. “Nonrecord” Materials. Documents such as drafts, duplicates, convenience copies, publications, and other materials that do not document Corporation activities or operations, are considered “nonrecord” materials for purposes of this Guideline and can be disposed of when they have served their intended purpose.