

## **EHB - DATA/RECORDS RETENTION**

*Category P*

*See also [EH](#), [JRA](#), & [GBJ](#)*

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

**Legal References:**

*RSA [91-A](#), Right to Know Law*

*RSA [189:29-a](#), Records Retention and Disposition*

*NH Code of Administrative Rules, Section Ed [306.04\(a\)\(4\)](#), Records Retention*

*NH Code of Administrative Rules, Section Ed [306.04\(h\)](#), Records Retention*

*20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)*

*Appendix [EHB-R](#), Records Retention Schedule*

Reviewed, Mason: March 14, 2016

Reviewed, Mason: August 19, 2013

Second Reading and Approval, Mason: November 9, 2009

First Reading, Mason: October 26, 2009

