

Wissahickon School
 District
 Ambler, Pennsylvania 19002

SECTION: OPERATIONS
 TITLE: **RECORDS
 DESTRUCTION**

FIRST READING: May 8, 2017
 SECOND READING: May 22, 2017
 ADOPTED: May 22, 2017
 REVISED:

RECORDS DESTRUCTION

1. Purpose	The proper disposal of information and data is important to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the District, reduce the cost of storage for unneeded records, and reduce the risk of identity theft and/or breaches of privacy, computer fraud and related harms. District employees must properly dispose of paper and electronic records, information and data.
2. Authority	The Records Destruction Policy has been formulated and approved by the Board of School Directors.
3. Delegation of Responsibility	The Board of School Directors designates the Superintendent or his/her designee(s) as the District's Records Coordinator. The Records Coordinator may delegate responsibilities to others while maintaining the ultimate authority to enforce this policy.
4. Training	All District employees will be provided a copy of this policy, as well as Policy No. 824, the Records Management Plan and the Administrative Guidelines for Policy No. 824. Employees will periodically receive training by the Records Coordinator or his or her designee on how this policy, Policy No. 824 and the Administrative Guidelines to Policy No. 824 should be applied.
5. Guidelines	<p><u>Destruction</u></p> <p>Proper disposal or destruction of paper and electronic records is required. Records must be destroyed by shredding, erasing or otherwise modifying the information of the record to make the record unreadable, undecipherable or non-reconstructable through generally visible means.</p> <p>Records shall be not destroyed until the expiration of the</p>

	<p>retention period per Policy No. 824 and the Administrative Guidelines for Policy No. 824.</p> <p><u>Litigation Hold</u></p> <p>When the District has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately. Notice could occur before the filing of a complaint and assumes that the District is previously aware of an incident or event that is subject to a suit.</p>
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