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Record Management and Retention

Teachwell will comply with all state and federal record retention requirements. These requirements apply to both physical and digital records. Teachwell will refer to the Records Retention and Destruction Schedule Manual promulgated by the Bureau of Administration Records Management Program in determining the proper treatment, retention, or destruction of records.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to Teachwell's overall operation. E-mail and other forms of electronic communication which is subject to retention under state or federal law may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertains to the operation of Teachwell is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Teachwell will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against Teachwell or its employees is filed or threatened, Teachwell will take all reasonable action to preserve all documents and records that pertain to the issue. When Teachwell is made aware of pending or threatened litigation, a litigation hold directive will be issued by the Director or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. Teachwell will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, Teachwell will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but

are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: 8/15/2023

Revised on: 7/22/2025