

RECORDS MANAGEMENT

The Board of Trustees of Bonneville Joint School District No. 93 directs the Superintendent/designee to provide administrative direction pertaining to the management of District Records and enforce a procedure to keep the District's data and vital records safe and secure.

Guidelines

Records Management

1. District records may be kept in a fireproof, water resistant vault or secure electronic storage repository, including, but not limited to:
 - a. Minutes,
 - b. Annual audit reports,
 - c. Employment records, and
 - d. Student records.
2. Under the supervision of the Superintendent, the Clerk of the Board, and others designated by the Superintendent, shall be the Public Records Custodian(s).
 - a. The District Directors of Finance, Operations, Technology, and Human Resources shall be the alternate custodians of records.
3. Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law.
4. A record of persons examining or copying personnel files or student files, other than administrative staff, shall be kept pursuant to District Policies #5500 Personnel Files and #3600 Student Records.
5. All public records will be provided to the public pursuant to the laws of the State of Idaho and District Policy #4297 Public Access to District Records.

Record Safety

1. In creating a procedure for record safety, the Superintendent or designee shall consider the following:
 - a. Physical security;
 - b. Backup storage security;
 - c. Backup schedule;
 - d. Rotate backups;
 - e. Remote access;
 - f. Personnel authentication;

- g. Backup infrastructure security;
 - h. Duplicating records for off-site storage; and
 - i. Storing computer software in fireproof/water-resistant safes.
2. The procedures should also provide for a written comprehensive disaster recovery plan.
- a. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly.
 - b. In the event of a disaster, the identification and protection of vital records is of great importance.

DEFINITION:

Vital Records: include personnel files, student records, fiscal documents (financial and insurance), etc.

Adopted 01-11-2017 Reviewed Revised 01-09-2019

Cross Reference: Student Records #3600
Public Access to District Records #4297
Personnel Files #5500
8605 Retention of District Records

Legal Reference: Idaho Code Title 74 Chapter 1 Public Records Act
Idaho Code § 33-508 Duties of the Clerk