

Sec. 6.25.1. DEFINITIONS

Sec. 6.25.1.1. “Records”

The term “records” means all documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other recording media, regardless of physical form or characteristic, and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Life School, or any of its officers or employees pursuant to law or in the transaction of public business, are hereby declared to be the records of Life School and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

The term “records” does not include:

1. Convenience copies: “Extra identical copies of documents created only for convenience of reference or research.”
2. Copies of documents furnished to the public (to fulfill a Public Information Act request).
3. Blank forms/stocks of publications.
4. Library or museum materials.

Sec. 6.25.1.2. “Essential Record”

The term “essential record” means any record of Life School necessary to the resumption or continuation of operations of Life School in an emergency or disaster, to the recreation of the legal and financial status of Life School, or to the protection and fulfillment of obligations to the people of the state.

Sec. 6.25.1.3. “Records Management”

The term “records management” means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographic and electronic and other records storage systems.

Sec. 6.25.1.4. “Records Liaison Officers”

This section intentionally omitted.

Sec. 6.25.1.5. “Records Management Committee”

This section intentionally omitted.

Sec. 6.25.1.6. “Records Management Officer”

The term “records management officer” means the person designated in Section 6.25.4 of this policy.

Sec. 6.25.1.7. “Records Management Plan”

This section intentionally omitted.

Sec. 6.25.2. RECORDS DECLARED PUBLIC PROPERTY

All records as defined in Section 6.25.1 of this policy are hereby declared to be the property of Life School. No official or employee of Life School has, by virtue of his or her position, any personal or property right to such records, even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

Sec. 6.25.3. POLICY

It is hereby declared to be the policy of Life School to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

Sec. 6.25.4. RECORDS MANAGEMENT OFFICER

The Special Education Manager or designee will serve as Records Management Officer for Life School with respect to special education records, and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act, FERPA, and the IDEA.

Sec. 6.25.5. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES

This section intentionally omitted.

Sec. 6.25.6. RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN

This section intentionally omitted.

Sec. 6.25.7. DUTIES OF RECORDS MANAGEMENT OFFICER

This section intentionally omitted.

Sec. 6.25.8. DUTIES AND RESPONSIBILITIES OF PRINCIPALS

In addition to other duties assigned in this policy, Principals shall:

1. Cooperate with the Records Management Officer in carrying out the policies and procedures established by Life School for the efficient and economical management of special education records and in carrying out the requirements of this policy;
2. Adequately document the transaction of special education programs and services; and
3. Maintain the special education records in his or her care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of Life School and the requirements of this policy and applicable law.

Sec. 6.25.9. DESIGNATION OF RECORDS LIAISON OFFICERS

This section intentionally omitted.

Sec. 6.25.10. DUTIES AND RESPONSIBILITIES OF RECORDS LIAISON OFFICERS

This section intentionally omitted..

Sec. 6.25.11. RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL; FILING WITH STATE

This section intentionally omitted.

Sec. 6.25.12. IMPLEMENTATION OF RECORDS CONTROL SCHEDULES; DESTRUCTION OF RECORDS UNDER SCHEDULE

This section intentionally omitted.

Sec. 6.25.13. DESTRUCTION OF UNSCHEDULED RECORDS

This section intentionally omitted.

Sec. 6.25.14. CONTRACT SERVICES

With approval of the Board of Directors, the Records Management Officer may assign and delegate duties under this Policy to contracted services. The engagement of contract services will not relieve persons assigned and responsible under this policy from such assignment and responsibilities.

Sec. 6.25.15. RECORD OF ACCESS

Life School shall maintain a record of each request for access to and each disclosure of personally identifiable information from the special education records of each student, (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records. The record of access shall be maintained with the education records of the student as long as the records are maintained.