



EHB - RECORDS RETENTION

The Board shall establish a records retention and disposition schedule for all official records of the Academy. The Executive Director shall maintain a complete record of all records destroyed or discarded along with notations of the methods and dates of disposal.

The Academy shall permanently maintain, and safely store, complete and accurate records of scholars' attendance and scholarship. Access to all scholar records and information will be controlled by written procedures designed to protect individual rights and to preserve the confidential nature of the various types of records in compliance with the federal "Family Educational Rights and Privacy Act," 20 U.S.C. §1232g, and RSA 91-A, Access to Public Records.

References:

- RSA 189:29-A Records Retention and Disposition
- RSA 91-A Access to Public Records
- Ed 318.16(a) and Ed 306.04(h)
- 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act (FERPA)

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