

The board of education designates the superintendent of schools as the records administrator for Gage County School District No. 34. As the records administrator the superintendent of schools shall be responsible for:

- I. The safe-keeping of all records of the school district.
- II. In conjunction with the State Archivist, the local records administrator shall develop administrative regulations outlining a retention and disposition schedule for various types of records. He or she shall develop a procedure for the destruction of those records no longer needed.
 - A. The records administrator may recommend that some records be kept for a longer period of time than recommended by the State Archivist, but under no circumstances may a group of records be retained for a shorter period of time.
- III. The records administrator shall determine a sensitivity level for the various groups records and determine who may have access to these records. The records administrator shall determine what records may be taken from the assigned record room and what records must remain within the assigned room.

It shall be the responsibility of the board of education to see that there is adequate safe storage for the records of the school district.

Refer to AR-8345, Retaining Records.

Legal Reference: Chapter 84, Article 12-Records Management Act.