

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EHB</b>
<b>DATE OF ADOPTION: OCTOBER 10, 2005</b>	<b>PAGE 1 of 1</b>

## **DATA/RECORDS RETENTION**

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-A and Department of Education regulations. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

### **Legal References:**

RSA 91-A, Right to Know Law  
RSA 189.29-a: Records Retention and Disposition  
NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention  
NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention  
20 U.S.C. § 1232g, Family Educational Rights and Privacy Act (FERPA)

See EHB-R: Records Retention Schedule