

EHB DATA/RECORDS RETENTION

See also EH, JRA, & GBJ

The Dean shall develop procedures for a records retention system that is in compliance with RSA 189:29a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law.

Additionally, the Dean shall develop procedures necessary to protect individual rights and preserve confidential information.

Policy Committee Approved: 3/9/15

Board Approved: 4/15/15