

School Records Retention Schedule

Each year the school District accumulates hundreds of pages of records some of which become obsolete. Questions then arise regarding their retention, destruction, and the interpretation of statutes relating to transfer. Following the recommendations made by the State Superintendent, the Board of Education does hereby adopt the recommended Wisconsin Records Retention Schedule for School Districts in order to provide guidance to District staff concerning local records management, to eliminate unnecessary paperwork, and to clarify the myriad of rules and regulations affecting records accumulated by the District.

1st Reading: 10/8/90
2nd Reading: 11/12/90
Adopted: 11/12/90
Reviewed: 5/12/97
Reviewed: 12/13/00
Reviewed: 7/16/07
1st Reading: 8/5/10
2nd Reading: 8/16/10
Revised: 8/16/10
Reviewed: 1/11/16
Reviewed: 2/25/21