

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EGE-RA
Responsible Office: Executive Assistant to the Superintendent
Department of Educational Accountability

Records Retention

I. PURPOSE AND BACKGROUND

- A. When records are created, it is necessary to determine which are permanent and must be retained and which can be destroyed after they are no longer useful.
- B. The purpose of this regulation is to provide guidance to schools and central office departments for the orderly disposal of records in accordance with the *Records Retention Manual*.

II. DISPOSAL CRITERIA

- A. All schools and central office departments should destroy the records according to the record retention dates listed in the *Records Retention Manual*.
- B. The retention date is the number of years a record should be retained from the cut-off date of the record.
- C. The cutoff date is the date the records should be cutoff from the files. The cutoff date for these records is the end of the fiscal year, except for those records that have a self-determining cutoff and disposal date, such as Bid Lists and News Releases.
- D. The creating office is the office responsible for creating the record. The creating office is responsible for distributing two copies of each record which is a publication to Central Records – one for filing purposes and one for loan purposes.

- E. After initial distribution all extra copies of records which are publications will be forwarded to Central Records, for stocking and distributing on a request basis. Central Records will destroy the extra copies. All requests for extra copies after distribution should be made to Central Records.

Administrative History: Formerly Regulation No. 225-6, June 1, 1968; directory information updated January, 1983; reprinted April, 1988.