

Communication and Public Information

Guidelines for the Destruction of Records

Destruction of public records will be handled in the following manner:

1. Cumulative Record Folders and accompanying record cards are to be kept permanently. If the Cumulative Record Folder and the accompanying record cards have been scanned, such as the senior high schools, the paper copy of the document may be destroyed by shredding. The microfilm or digital (scanned) copy must be kept permanently.
2. Records of a confidential nature (e.g. psychological records, staff personnel records, etc.) are to be destroyed by shredding. The retention period for these records should be verified with the District Records Retention Guidelines before destruction. Records of a confidential nature may be destroyed before the retention date if it has been previously scanned. The digital copy must be kept for the duration of the retention period.
3. The following procedure will be utilized for the destruction of records:
 - a. Schools will be notified in advance as to the date the Facilities Management will transport records for destruction.
 - b. Schools will mark cartons of records to be destroyed with the following designation:
 - 1) "RECORDS - TO BE DESTROYED"
 - 2) FROM "SCHOOL NAME"
 - 3) Schools shall keep a listing of all records that have been destroyed for future reference. The list is to include the name of the record, the period of time the record covers and the date the records were boxed for destruction. The original list shall be forwarded to the Administrative Service Center IS Department for permanent storage. A copy may be maintained in the school's permanent record storage area.
 - 4) Records of a confidential nature that must be shredded shall be marked accordingly for proper destruction.

Legal Reference: Wisconsin Statute 19.21, 103.13, 103.15, 118.125, 120.13(28), 120.40, 146.83

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