

**DATA/RECORDS RETENTION**

**EHB**

The CEO shall develop procedures for a records retention system that is in compliance with RSA 189:29-a 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 CEO shall develop procedures necessary to protect individual rights and preserve confidential information.

Law Reference:

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*

Appendix Reference: *EHB-R, Records Retention Schedule*

Date Adopted: April 9, 2009

Revision Dates:

Last Review Date: