

RECORD RETENTION AND DISPOSAL

The CESA 9 Agency collects thousands of records (hard copy and electronic) on an annual basis. The Board of Control recognizes that accumulation of records in this quantity poses special problems and generates questions regarding records retention, destruction and transfer of records.

In order to address the questions regarding records and to be responsible in dealing with the public records, The CESA 9 Board of Control adopts the Wisconsin Records Retention Schedule for School Districts provided by the Wisconsin Department of Public Instruction. This schedule provides recommended retention periods for records common to all school districts, denotes records of historical significance, and outlines a process for the orderly transfer of records to the State Historical Society.

Adoption of the Wisconsin Records Retention Schedule for School Districts will:

1. Enable the Agency to dispose of some records in less time than seven years, the generally accepted time frame.
2. Provide guidance regarding those records that should be preserved locally and may be of interest to the State Historical Society.

This schedule brings order to the requirement to retain public records and clearly explains the options which may permit destruction of public records.

LEGAL REFERENCE: Wisconsin Statutes
16.61
19.21
116.035

Tentative Approval: March 2, 1988

FINAL APPROVAL: July 6, 1988

Revised and Approved: December 7, 2011