

## RECORDS RETENTION POLICY

The Board of Education recognizes the importance of records retention and the safety of those records. The Board further recognizes that not all records need to be kept permanently and those records can be purged as outlined in State and Federal Statutes.

The Wisconsin Department of Public Instruction has set forth a Records Retention Schedule for School Districts. This schedule is a guide to a complete records retention policy.

The Administrative Council shall use this information to establish Administrative Guidelines.

Adopted: 9/8/03

Revised: 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us