Security/Maintenance of Student Cumulative Records
PROCEDURE SIS-P002
ANSON COUNTY SCHOOLS

1.0 SCOPE:

1.1 This procedure outlines the steps to ensure security and permanent maintenance of Cumulative Student Records.

> The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

2.1 School Principal

2.2 School Data Manager

3.0 APPROVAL AUTHORITY

3.1 Administrator of Student Information Services

_____ _____

Signature and Date

4.0 DEFINITIONS

4.1 Student Cumulative Record: The cumulative record is the official record for each student. The record contains adequate identification information.

5.0 PROCEDURE:

5.1 Student Cumulative records will be maintained at the school of attendance. Active files will contain all current students; Inactive files will be maintained at the school for as long as the student is of age to re-enroll at said school.

 5.1.1 At the end of the school's year, inactive records that have aged out of attendance within the school will be purged of excess/duplicate material and transferred to the District Office for storage in the secure Records Room.

 5.1.2 At the end of the school's year, all cumulative student records for students promoting to the next school will be purged of excess/duplicate material, cleaned up, and transferred to the next promotional school.

 5.1.3 Upon graduation, Student Cumulative records will be purged of excess/duplicate material and transferred to the District Office for storage in the Secure Records Room.

5.2 Student Cumulative records will be maintained under lock and key at all times. The key(s) to the Cumulative records will only be accessible by the Principal of the school and the Data Manager assigned to the school.

 5.2.1 If Cumulative records are requested by parent or another source, the Principal shall guide the request/approval and determine what elements of the Cumulative records will be shared/provided. If copies are needed, the Principal will let the

Data Manager know what he/she approves to be copied and the Data Manager will prepare the copies and provide said copies to the Principal for disclosure.

5.2.2 If records are needed in the Data Manager's absence, follow the steps below:

5.2.2.1 Contact the Data Manager for him/her to assist in accessing the files.

5.2.2.2 Contact the Principal for him/her to assist in accessing the files.

5.3 Any file being reviewed/removed by anyone other than the Principal/Data Manager will need to be documented via the "Cumulative Record Inspection Log" for tracking purposes to maintain effective security.

6.0 ASSOCIATED DOCUMENTS:

6.1 NC General Statute 115C-402 "Student Records: maintenance, contents, confidentiality

6.2 Anson County Schools Board Policy Code: 4700 Student Records

7.0 RECORD RETENTION TABLE:

7.1 Permanent storage with purging pursuant to NC General Statute 115C-402.

7.2 NC Local Education Agencies Records Retention and Disposition Schedule.

Identification	Storage	Retention	Disposition	Protection
Student Cumulative Records	Paper-based file; scanned images	Permanent	N/A	Secure/locked storage

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/01/2022		Initial Release

*** End of Procedure ***