

Adopted : 5-7-2009
Reviewed: 8-18-17 by Board of Directors
Revised:

BLUFFVIEW MONTESSORI SCHOOL POLICY 752 DOCUMENT RETENTION AND DESTRUCTION

I. PURPOSE

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy and document with the intent of impeding or obstructing any official proceeding, this policy provides guidelines for the systematic review, retention and destruction of documents received or created by Bluffview Montessori School in connection with the transaction of organizational business. This policy covers all records and documents, regardless of physical form. This policy contains guidelines for how long certain documents should be kept and how records should be destroyed.

II. GENERAL STATEMENT OF POLICY

This policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Bluffview's operations by promoting efficiency and freeing up valuable storage space.

III. DEFINITIONS

No items explicitly defined.

IV. ACTIVITIES

A. Document Retention

Bluffview follows the document retention procedures outlined in the School District General Records Retention Schedule. The list can be found in the attached document.

V. ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

VI. EMERGENCY PLANNING

Bluffview's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Bluffview operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VII. DOCUMENT DESTRUCTION

Bluffview's administrative staff is responsible for the ongoing process of identifying records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VIII. COMPLIANCE

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Bluffview and its employees and possible disciplinary action against responsible individuals. The Head of School and Administrative staff will periodically review these procedures with legal counsel or Bluffview's certified Auditor to ensure that they are in compliance with new or revised regulations.