



# Cumberland School Department Policy Manual

PERSONNEL

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PERSONNEL RECORD RETENTION

G-18

## PURPOSE

The purpose of the Personnel Record Retention Policy is to specify the length of time that the District must maintain personnel records, to designate the person responsible for the records, and to delineate the process by which records are destroyed.

## DESTRUCTION OF RECORDS

Personnel records will be destroyed only after a Public Notice is posted on the District web site. The public notice must specify the type and dates of records to be destroyed and the process by which a person may obtain records prior to destruction. The notice must be posted one (1) month prior to the date on which records will be destroyed; the date of destruction must be noted on the Public Notice. The Public Notice must be posted for two (2) weeks.

## CERTIFICATION OF RECORDS DESTRUCTION

Prior to the destruction of any personnel record, a Certification of Records Destruction form must be signed by both the person with primary responsibility and the Superintendent and submitted to the RI State Archives, 337 Westminster Street, Providence, RI 02903. Destruction may only take place after the Certificate has been approved and counter-signed by State Archives. The signed and executed form must be permanently retained in the Office of the Superintendent.

## LEGAL BASIS FOR RETENTION AND DESTRUCTION OF RECORDS

The retention and destruction of records, in all possible formats, are governed by R.I.G.L. 38-1 (Public Records – Custody and Protection), R.I.G.L. 38-3 (Public Records – Public Records Administration Act), R.I.G.L. 42-8.1 (State Affairs and Government – State Archives and Historical Records Act), and R.I.G.L. 42-35 (Administrative Procedures Act). Retention and destruction of District records will be in accord with the Municipal Departments Records Retention Schedules, as published by the Rhode Island Office of the Secretary of State (<http://www.sos.ri.gov>).



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## RESPONSIBILITY FOR PERSONNEL RECORDS

Personnel Files shall be maintained by the Human Resource Office under the control of the Director of Human Resource in accordance with all state and federal laws.

Any and all documentation related to the hiring of any staff (interview notes, ranking sheets, etc.) shall be retained for one (1) year following the date of the interview. After one (1) year has expired the Director of Human Resources shall destroy said records.

*Reviewed and Approved by Policy & Procedures Sub-Committee: 12/14/2017*

*1st Reading by Cumberland School Committee: 12/14/2017*

*2nd Reading and Approval by Cumberland School Committee:*