

## **Shoshone Joint School District No. 312**

### **NONINSTRUCTIONAL OPERATIONS**

**8600**

#### Records Management

The Clerk shall be the custodian of records under the supervision of the Superintendent.

Personnel files and student files are confidential and are to be disclosed only as provided in policy and/or by law. A record of persons examining/copying personnel files or student files, other than administrative staff, shall be kept for each employment file and student file.

All public records will be provided to the public in accordance with the laws of the State of Idaho and District policy.

#### Record Safety

The Superintendent, or his/her designee, shall create and enforce a procedure in an effort to keep the District's data and vital records safe and secure in the event of a possible disaster. Examples of vital records include: personnel files, student records, fiscal documents [financial and insurance], etc.)

In creating the procedure, the Superintendent or designee shall consider the following:

- Physical security
- Backup storage security
- Backup schedule
- Rotate backups
- Remote access
- Personnel authentication
- Backup infrastructure security
- Duplicating records for off-site storage
- Storing computer tapes and disks in fire/waterproof safes

The procedures should provide for a written comprehensive disaster recovery plan. Such a plan ensures that vital records are backed up daily and that the District will be able to recover operations quickly. In the event of a disaster, the identification and protection of vital records is of great importance.

If the District stores data in a fireproof safe, the safe should have water-resistant capability in addition to fireproofing.

Legal Reference: Title 74 Chapter 1 Public Records Act

Policy History:

Adopted on: June 10, 2008

Revised on: