

<b>TENNESSEE STATE BOARD OF EDUCATION</b>		
<b>RECORDS RETENTION</b>		<b>1408</b>
<b>ADOPTED:</b>	<b>REVISED:</b>	<b>MONITORING:</b>

The Director of Schools shall develop a records retention schedule to ensure the district and each authorized charter school maintains records in accordance with state and federal laws and regulations. The schedule shall describe the record and applicable retention period and shall apply to records that are created, received, or retained as a result of district or school operations. This policy shall only apply to records of the State Board related to the State Board’s function as a Local Education Agency (LEA).

Each authorized charter school shall adhere to the records retention schedule and shall develop procedures to ensure compliance. Authorized charter schools may include in their procedures additional records retention requirements not in conflict with the district’s records retention schedule.

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Cross References:  
State Board Policy 1.500  
Public Records 1407