



Banning Lewis Academies BLRABODPOL - Records Retention Policy

Scope and Purpose: The purpose of the Records Retention Policy is to ensure that the board and administration comply with all requirements applicable to Banning Lewis Ranch/Preparatory Academy outlined in Schedule 1 School: School Boards of Colorado’s Records Management Manual for School Districts.

This policy includes the following sections:

BLRABODPOL – Records Retention Policy
Section 1 Roles and Responsibilities

SECTION 1 – ROLES AND RESPONSIBILITIES

The Board is responsible for establishing the Communication Policy and has the sole authority to amend it.

The Board and Administration shall comply with all requirements applicable to Banning Lewis Ranch/Preparatory Academy outlined in the following schedules of Colorado’s Records Management Manual for School Districts:

- Schedule 2: General Administrative Records
- Schedule 3: Student Services Records
- Schedule 5: Buildings & Grounds Records
- Schedule 6: Student Activities Records
- Schedule 7: Financial Records
- Schedule 9: Instruction Records
- Schedule 10: Library and Media Records
- Schedule 15: Personnel Records

Adopted: Approval 2017, June 20

Revised:

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CROSS REF.: