



## POLICIES AND PROCEDURES

### Policy: 2HR-207 RECORDS RETENTION

Index: Human Resources-Records Maintenance

Monitoring: As Needed

#### 1. PURPOSE

The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) complies with state law in the responsible management and preservation of school records, and the provision of quality access to public information.

#### 2. POLICY

2.1. Spectrum Academy will follow the Utah State Board of Education's Record Appraisal and Management System (RAMP) and state recommendations found on <http://archives.utah.gov/> for any records not specifically listed in this policy.

<http://archives.utah.gov/recordsmanagement/grs/sdgrslist.html>

2.1.1. See Utah Record Appraisal and Management System (RAMP) [here](#).

2.2. Spectrum Academy will comply with all state and federal laws regarding records retention for public schools and nonprofit entities.

2.3. The Spectrum Academy Board of Directors will ensure that at least one records officer has been appointed and that they comply with annual certification requirements.

2.4. The appointed records officer may appoint and ensure training of other staff to be records specialists who oversee different areas of the records retention schedule to ensure compliance.

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#### DEFINITIONS

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#### REFERENCES

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#### RELEVANT LINKS

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#### DOCUMENT HISTORY

Adopted: 7/22/2020

Revised: 11/16/2022- No substantial changes