



**Records
Management,
Retention and
Disposition Policy**

**GUAHAN ACADEMY
CHARTER SCHOOL**

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RECORDS MANAGEMENT, RETENTION AND DISPOSITION POLICY

GENERAL STATEMENT: IMPORTANCE OF RECORDS

Records in their various forms must be viewed as a valuable organizational asset. They play a vital role in the management and operations of the organization, document past events, and serve as the basis for future actions.

All executives, departments, units and offices are responsible for creating and preserving records that adequately and properly document the functions, policies, decisions, procedures and transactions of the Guahan Academy Charter School.

Complete and accurate records are essential to:

- protect the legal, financial, and other rights of Guahan Academy Charter School;
- ensure continuity and consistency in administration;
- assist officials and their successors in making informed decisions and
- provide the information required by the Board, management and administration of Guahan Academy Charter School.

By creating and maintaining adequate and proper documentation, officials are able to:

- reconstruct the development of their own and their predecessor's policies and decisions;
- furnish their successors with information needed to understand past and current actions and
- leave an enduring record of their official duty.

Records and information, like other organizational resources, must be managed. This management should be a responsibility shared by administrators, faculty and staff of Guahan Academy Charter School. In order to facilitate the creation, maintenance, and disposition of our records, uniform policies, standards, and procedures will be established and incorporated in Guahan Academy Charter School's Records Management Program.

In order to conserve costly office space and manage records effectively, disposition procedures for noncurrent or inactive records will be under the control of an Archives and Records Management Services ("ARMS") unit to assist management.

POLICY I. PURPOSE

This policy seeks to:

- Promote compliance with federal, local and other legal requirements for record retention
- Promote the efficient management, sharing and transfer of information among authorized staff within prescribed security standards
- Effectively utilize limited office space for active records and utilize low-cost, remote storage space for inactive records
- Dispose of records no longer needed to satisfy legal, regulatory or other requirements
- Ensure that no record is disposed of unless authorized
- Ensure that the means of destruction is appropriate for the type of record under consideration
- Ensure the preservation of records of permanent value
- Ensure that record retention policies, schedules and procedures are reviewed and modified as necessary to respond to changes in technology or regulations

The purpose of this policy is to ensure that necessary records and documents are adequately procured and maintained and to ensure that records that are no longer needed or of no value are destroyed at the appropriate time. This policy is also intended to preserve the history of Guahan Academy Charter School (GACS).

Records management and retention policies apply to all records, regardless of format, whether they be paper, electronic, or microform (including CD-ROM), or other more traditional media. GACS encourages record retention in an electronic format whenever possible. Where paper records are converted to an electronic format that captures and retains all information contained in the paper documents (e.g., PDF files), preservation of the original paper documents may not be required. Departments within GACS should consult with the Legal Counsel of GACS or GACS' Archives and Records Management Services ("ARMS") Department before destroying original paper versions of documents that have been converted into an electronic format, to determine if there are any laws that prohibit the destruction of the paper document.

Individuals responsible for the retention of records are also responsible for the destruction of records following the retention period. Documents should be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. This means that paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

II. STATEMENT

This policy provides guidelines for retention of official GACS records, including payroll and related records. It applies to all GACS departments and offices, all GACS financial records and all GACS employees who create, receive or maintain such records in the course of GACS business.

This policy does not address the retention of student academy records, patient medical records, or any other area of operations outside GACS' financial administration. Consult the appropriate GACS office for further information about these areas. GACS' policy is to comply with local and federal laws regarding the retention and disposition of GACS records.

This policy applies only to documents in departments that have primary responsibility for the specific records (retention and disposition) as defined in the documentation mission statements.

III. APPLICABILITY

This policy applies to all records, as defined in the “definitions” section below, generated in the course of GACS’ operations, including both original documents and reproductions, and paper and electronic documents. It also applies to records stored on computer and microform as well as paper records. This policy does not apply to records of individual faculty members, except as such records may apply to GACS’ official business rather than the faculty member’s research or teaching.

This policy applies ONLY to the department of record as spelled out in the Policy Statement above and does not apply to departments that have copies of documents but do not have primary responsibility for maintain those documents, such as copies that are retained within a department and the original record is stored centrally. Departments that have copies of documents for which they do not have primary responsibility should carefully consider whether they need to retain those documents, should destroy them when they are no longer needed, and should handle the documents in accordance with other applicable GACS policies, including those relating to information security.

IV. ENFORCEMENT AND ACCOUNTABILITY

A. Ownership of Institutional Records

All of GACS’ records are the property of GACS and do not belong to those who prepare such records. No employee has any personal or property right to any records of GACS, including those records that the employee helped develop or compile, and no employee may remove or copy such records for personal use.

B. Retention Periods, Storage and Disposition

Retention Periods

Financial record schedules are primarily calendar-driven; that is, the retention period begins on the last of the fiscal year that the records were created. The retention period for GACS tax documents generally begins on the filing date for that period. However, the retention period for tax returns, as well as for records which support tax filings, will not begin until either the due date of the filing or actual date filed, whichever is the latter.

Record Retention Categories

Records fall into one of the three retention categories:

1. Archival records (permanent);
2. Non-permanent records requiring retention for legal or audit purposes; and
3. Routine administrative records

Active records are those needed to support the current business activity of a department,

division, business support center, or institutional business office. Normally, the active period for financial records ends on the last day of the fiscal year following the fiscal year in which the records were created.

Storage Standards and Locations

At the end of the active period, records must be labeled and stored for the balance of the retention period according to GACS guidelines and procedures.

Regardless of where inactive records are stored, the originating department is responsible for transferring files or logs to ARMS, describing the contents of records to be stored to ARMS and ARMS is responsible for retrieving records upon official request.

Disposition of Records

At the end of the appropriate retention period, inactive records, including transaction records, inactive agreements and other non-permanent records, shall be destroyed according to the applicable schedule. The disposal process and methods should preserve the confidentiality of documents through the final point of disposition. Records containing personal and confidential information must be shredded or boxed and sent to a recycle center for disposal. Non-confidential paper records may be put into recyclable containers.

If litigation is pending, threatened or anticipated, records bearing on such litigation must not be destroyed except by permission of GACS. Similarly, documents under audit must not be destroyed.

C. Accessibility of Records

Financial records must be easily retrievable for examination by authorized departmental and central administrators, auditors and other authorized individuals.

D. Use of Document Imaging

Document imaging maybe the most effective and efficient means for retaining certain types of records. However, any department that is contemplating replacing original financial documentation with images of those records must consult GACS' legal counsel prior to implementing such a system.

Departments proposing such systems must be prepared to demonstrate that the following requirements would be met:

1. Electronic records must exhibit a high degree of legibility and readability
2. Paper copies or computerized books and records must be transferred to electronic storage media in an accurate and complete manner
3. Procedures must be developed to index, store, preserve, retrieve and reproduce all electronically stored books and records

4. Controls must be developed to ensure the integrity, accuracy and reliability of the electronic records
5. Controls must be developed to prevent and detect the unauthorized creation, alteration, addition, deletion or deterioration of electronically stored books and records; and
6. An inspection and quality assurance program must be developed which must include regular evaluations of the system and periodic checks of stored books and records.

E. Records Related to Grants and Contracts

Records related to grants and contracts must be retained for a period of three (3) years from the date of the submission of the final financial report to the funding agency, unless the terms of the award specifically state otherwise (sometimes 7 years), or if there is a pending audit or litigation matter.

Retention periods for such records vary widely depending upon the sponsoring agency and individual contract terms. In any case where the sponsoring agency's retention period is longer than that dictated by GACS' policy, the longer period shall apply.

Departments and business support centers are strongly encouraged to consult with the Development Director or the Grants Manager or ARMS to determine the appropriate retention period for records related to specific grants or contracts. Prior to destruction, department administrators must consult with the above identified persons or ARMS to ensure that the records are not related to pending audits or litigation.

V. ADMINISTRATION

The retention and disposition of GACS' records pursuant to this policy is overseen by the Records Committee.

The Records Committee consists of the following people: Principal Donna Dwiggin, Ph.D.; Board Consultant, The Advocate; Business Manager; School Counselor; Office Manager and Legal Counsel. The Records Committee will collaborate with ARMS department to ensure full compliance with this policy.

The Records Committee is responsible for the following:

- a) Overseeing the process of identifying and evaluating which records should be retained;
- b) Publishing retention and disposition schedules to maintain compliance with local and federal laws;
- c) Helping GACS to monitor local and federal laws affecting record retention;
- d) Annually reviewing the record retention and disposition policy;
- e) Developing appropriate training for personnel responsible for record storage and maintenance; and
- f) Monitoring compliance with the Record Retention and Disposition Program.

Each unit or department of GACS will prepare a listing of the primary documents used and maintained by the department and will compare this list to the list referenced in the Record

Retention Policy and inform the Records Committee of any inconsistencies. In addition, each unit or department will review annually the records and forms that it maintains to determine whether retention of each of these records and forms is appropriate and whether these records and forms are adequate for that unit or department's ongoing operational needs and record-keeping requirements.

Records can have historical value, even when no longer of immediate administrative value. If an office has any doubt if a record should be maintained, it should consult with ARMS, or any member of the Records Committee before destroying records not covered by this Policy.

Financial records must be retained for a minimum of seven (7) years from the fiscal year of creation, unless the retention schedule specifically states otherwise, as is the case with records related to grants and contracts. It may be necessary to retain certain no-archival records for a period longer than seven (7) years if they are required to support an audit, litigation or other matter.

Those who give final approval to financial transactions must identify, safeguard and retain the official or "record" copies of documents supporting those transactions. Therefore, department administrators who have been delegated authority for certain kinds of transactions are responsible for the original records related to those transactions. Duplicate records must be eliminated to the extent possible.

GACS records must be maintained in a manner that supports operational needs and internal control directives, and must also meet federal and local regulatory requirements. Document retention standards and systems must ensure that transactions and related authorizations are fully supported in the event of an audit, litigation or other external action. Each unit or department will annually review this policy to determine the need for changes in the retention policy and periods that apply to documents for which it is responsible. Requests for changes in retention periods or deviations from specified retention periods should be made to, and implemented only after review by, the Records Committee and ARMS. The members of the committee should ensure that the departments with which they are affiliated follow these instructions.

Any destruction or disposal of documents pursuant to this policy must be suspended when GACS anticipates litigation or is the subject of a subpoena, governmental audit, or investigation. Once GACS has notice of the litigation, subpoena, governmental audit, or investigation, GACS must preserve all documents and records (both hard copy and electronic) that relate to the matter. Departments must immediately notify Legal Counsel if they receive notice of such litigation, subpoena, audit, or investigation. GACS will instruct all individuals likely to have relevant documents (both paper and electronic) to preserve those documents until further notice from Legal Counsel. A preservation notice from Legal Counsel supersedes all other record retention and disposition directives, including this policy.

VI. REVIEW PROCESS AND FURTHER AMENDMENTS

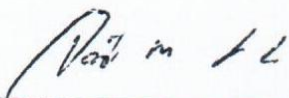
Each unit or department will bi-annually review this policy to determine the need for changes in the retention policy and periods that apply to documents for which it is responsible.

If there should be any amendments to this Policy suggested by General Counsel or by the Sub-Committee of the Board, said amendments ~~should~~ ^{shall} be approved by further ratification of the Board of Trustees

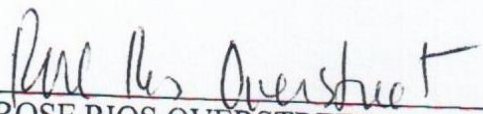
VII. APPROVAL

This policy must be approved by the Board of Trustees of GACS. Upon approval, a copy of this Policy shall be distributed to each department and kept in the Office of the Principal or ARMS. This policy shall be reviewed and updated bi-annually.

BY SIGNATURE OF MEMBERS OF THE BOARD OF TRUSTEES, this Records Management, Retention and Disposition Policy is now adopted this 25th day of October, 2013.

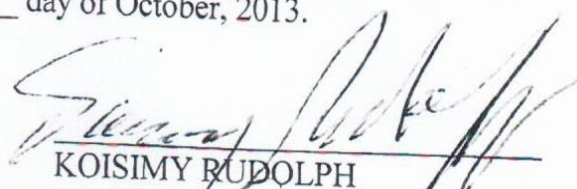


DAVID M. BLAS, JR.



ROSE RIOS OVERSTREET

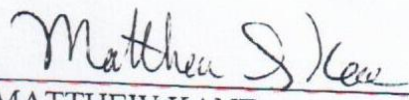
MAYOR JUNE BLAS



KOISIMY RUDOLPH



ARTHUR TAIMANGLO



MATTHEW KANE