

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 1.407.6

Safeguard Against Destruction, Removal,

or Loss of Records

A copy of the Tennessee Secretary of State records retention standards as well as information regarding the Tennessee Division of Records Management shall be given to all heads of departments as well as employees who are responsible for the maintenance of school district records.

[Name of employee] will oversee the retention and destruction of school district records and will field any questions regarding the appropriate timeframe of destroying certain records. [Name of employee] shall take reasonable precautions to ensure records are retained in adequate conditions and safe from loss or unintended destruction.

The retention of school district records will follow the schedule of retention provided by the county/Municipal Technical Assistance Service (CTAS/MTAS).

At the end of the records' retention period, records to be destroyed shall be submitted to [name of employee] for the appropriate destruction of the records.