

## **SCHOOL RECORDS AND RECORDS RETENTION**

The department regularly receives calls from school districts and supervisory unions seeking guidance on what types of student records to keep, and for how long. Following is some information and a few quick tips on the topic of school records and records retention.

Each school district and supervisory union should have a designated records custodian who is responsible for the disposition of records for the respective district or SU. It is advised that the records custodian contact the records analysts at the Vermont State Archives and Records Administration (<http://www.vermont-archives.org/records/index.htm>), the state entity responsible for records management and administration, for assistance with the disposition of school records, and information on disposition orders, records schedules and records retention. (See also [http://www.vermont-archives.org/records/local/orders/school\\_districts.htm](http://www.vermont-archives.org/records/local/orders/school_districts.htm).)

In the meanwhile, here are a few quick reminders:

- 1) School registers are considered permanent records, and should be kept in a secure location within the supervisory union. *See* 16 V.S.A. § 1324.
- 2) For grades 9-12, the transcripts of graduates and dropouts shall be permanently maintained; academic records may be permanently maintained. *See* State Board of Education Rule 2120.8.12(e).
- 3) The Family Educational Rights and Privacy Law (FERPA) requires schools to maintain a record of requests for access to and each disclosure of students' education records, in addition to maintaining parental notification to the school that any or all directory information for a student shall not be disclosed. *See* 34 C.F.R. §§ 99.32 and 99.37.

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