

FILE DOCUMENTATION AND MAINTENANCE

I. POLICY STATEMENT:

The St. Johnsbury School District will maintain all legally required personnel, financial, student, and occupational files. All active files will be maintained within locked file cabinets inside the administrative office complex. All inactive files will be maintained in archived storage for the legally required time lines.

DATE WARNED: AUGUST 18, 2006
DATE APPROVED: AUGUST 28, 2006

/jsr
File Documentation and Maintenance