



Data Retention Policy Project

This comprehensive project aimed to review the school district's current data retention practices, ensure compliance with relevant laws and regulations, and develop a comprehensive data retention policy and data destruction plan. The key steps involved in this initiative are outlined in the following sections.



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Project Goals

Review

Examine the district's existing data retention practices and identify areas for improvement.

Streamline

Develop a cohesive, user-friendly data retention policy to be implemented across all departments.

1

2

3

Compliance

Ensure the new policy aligns with applicable laws and regulations governing data storage and destruction.



Current Data Retention Practices

1

Inconsistent

Departments followed their own data retention guidelines without a centralized policy.

2

Outdated

Many records were being stored long past their required retention periods.

3

Inefficient

Lack of clear procedures for data destruction led to unnecessary data hoarding.

Laws and Regulations Review

Federal

Reviewed FERPA, HIPAA, and other federal regulations governing data privacy and retention.

State

Examined state-level education and public records laws to ensure compliance.

Local

Consulted with district legal counsel to understand any unique local requirements.



Policy Creation

1

Stakeholder Input

Gathered feedback from departments to create a comprehensive, user-friendly policy.

2

Policy Drafting

Synthesized research and stakeholder input to draft the new data retention policy.

3

Approval Process

Obtained necessary approvals from district leadership and legal counsel.



Data Destruction Plan

Scheduled Purges

Implement regular, scheduled data destruction to prevent unnecessary data hoarding.

Secure Disposal

Ensure sensitive information is properly destroyed through secure shredding or wiping.

Documentation

Maintain records of all data destruction activities for audit and compliance purposes.

Google Sheet for District Departments



Department

Each department completes the sheet with their data retention details.



Retention Periods

Specify the required retention period for each data type.



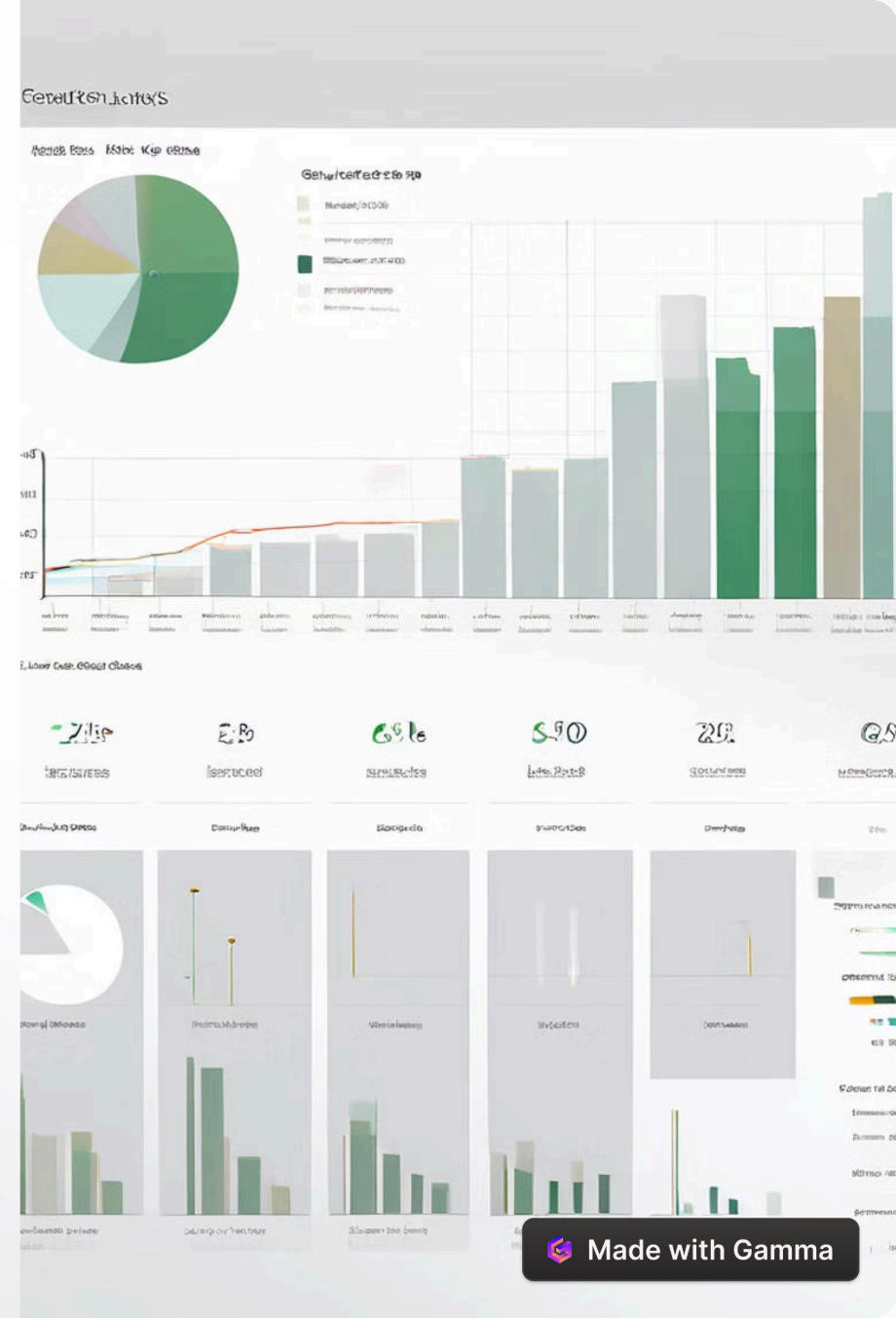
Document Types

Identify the various documents and data types retained by the department.



Destruction Process

Outline the department's data destruction procedures.



IT Department's Role

Review Data	The IT department will review the information submitted by each department in the Google Sheet.
Enforce Policy	IT will work to implement the new data retention policy and ensure consistent compliance across the district.
Manage Destruction	IT will oversee the secure destruction of data in accordance with the district's data destruction plan.
Provide Guidance	IT will serve as a resource to departments, offering guidance and support on data retention best practices.

