

## **DATA MANAGEMENT**

A comprehensive system of district data management will be established and maintained to include identification of data needs, specification of objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analyses, and reporting. Basically, the data management system will provide necessary information to decision makers in the required format and at the time needed; keep the public fully informed as to the activities, achievements, and problems of the schools; and protect, as required by law and ethics, the confidentiality of information about students and staff. The dissemination of data will be systematic, regular, and timely.

All school records of a permanent nature are to be microfilmed if possible. One copy of each microfilm will be retained in the School Department safety deposit box.

The district administrators or other responsible persons may make written request to the district records management officer for permission to destroy material previously filmed.

Material which has not been filmed, but is required by law to be kept beyond one year, will be retained in the office where the material originated. Written request to the School Committee must be made for permission to destroy this material.

Cross Reference:      Personnel Records (GBL)  
                             Student Records (JO)  
                             Public Information Program (KB)

Adopted:            1988