

## **RECORDS RETENTION POLICY**

School Districts accumulate thousands of pages of records every year-records that soon become obsolete. The School board adopts and follows the Wisconsin District Records Retention Schedule (WSDRRS). The WSDRRS provides for retention periods for records common to all school districts. This improves the school district's record management. The WSDRRS shall be utilized by administration.

LEGAL REFERENCE: Wisconsin Stats. 19.21(6)

CROSS REFERENCE: Administrative Procedure #823.1 – Wisconsin Records Retention Schedule for School Districts