

## **Data Retention and Disposition**

**EHAAF**

The intent of this document is to create a policy following the State of Wyoming's Data Retention and Disposition of Educational Records, as well as other sensitive data identified through Wyoming State Archives. It applies to Crook County School District #1 work force members including but not limited to full-time employees, part-time employees, trainees, volunteers, contractors, temporary workers, and anyone else granted access to sensitive information by CCSD#1. All work force members are responsible for the security of protected information.

All records are the property of CCSD#1. They shall be delivered by outgoing employees to their successors or immediate supervisor and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed.

The superintendent will be responsible for ensuring the implementation of the requirements of this policy. Failure to comply with this or any other security policy will result in disciplinary actions as per policy. Legal actions also may be taken for violations of applicable regulations and standards such as state and federal rules to include the Family Educational Rights and Privacy Act (FERPA).

### References:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
- International Standards Organization (ISO 27002).

Adopted: October 17, 2016