

805.7 Preservation and Disposal of Records

1. Division records shall be retained and disposed of in accordance with the Division's Records' policy.
2. Records which contain personal or sensitive information shall be destroyed at their time of destruction.
3. The archive of student records shall be as follows:
 - 3.1 High school student record, shall be archived for seven years after the student graduated or would have graduated high school.
 - 3.2 Elementary and Middle schools shall archive student record of those students who have no forwarding location for seven years after the student graduates or would have graduated high school.