

**POLICIES PERTAINING TO BUSINESS AND SUPPORT SERVICES****RECORDS****Records System:**

The Superintendent shall develop and maintain a system of student records and reports dealing with all facets of the school operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.

**Custodian of Records:**

The PEIMS clerk and the office manager at the school are custodians of all records for currently enrolled students, and for students who have withdrawn or graduated. They are responsible to ensure that records are filed properly, stored in a safe and secure place, and are able to be recovered and/or reproduced within a reasonable period of time in case of loss or destruction. Most records are to be kept for the required length of time (five years). Transcripts are to be kept in perpetuity.

**Record Management System:**

All Triumph Public High Schools will contract with their regional Education Service Center (ESC) for both financial and student electronic management systems. ESCs provide software compatible with TEA requirements, adequate staff training, and technical assistance. It also provides the technical expertise needed to reproduce data in case of loss or changes to their software.

**Recovery of Records:**

The following steps will be taken to recover and/or reproduce any lost or destroyed student attendance data and/or records:

- 1) The school's PEIMS clerk will make a backup of imputed data at the end of the day each Friday. The backup diskette will be stored at a location other than the school and brought back each Friday for updating.
- 2) At the end of the six weeks period, a second backup will be created. This will be sent to the PEIMS coordinator for reconciliation and correction of errors.
- 3) After the six weeks summary report is created, the diskette will be sent back to the school. The PEIMS office will keep a backup of the schools' data on a six weeks basis. This will also be stored at a different location.

The school will then replace their backup with the upgraded backup from the PEIMS Coordinator's office and start the weekly backup procedure again.

This procedure will guarantee a weekly backup at the school and an additional six-week backup at the PEIMS Coordinator's office.

**Record Management (Retention of Records):**

With respect to its operation of a charter school, a charter holder is considered to be a local government for purposes of Title 6, Subtitle C, Local Government Code, and Government Code, Chapter 441, Subchapter J. Therefore, records of a charter school and records of a charter holder that relate to a charter school are government records for all purposes under the law. Any requirement under these codes that applies to a school district, the board of trustees of a school district, or an officer or employee of a school district applies to a charter school, the governing body of its charter holder, the governing body of the charter school, and each officer and employee of the charter school.

Refer to Policy CPC, Record Retention, for additional direction on the preparation and maintenance of records.