

## DATA AND ELECTRONIC RECORDS RETENTION

The Fall Mountain Regional School District will ensure that necessary records and documents are adequately protected and stored as required by Ed 306.04 and in accordance with RSA 189:29-a.

The District will keep an archive of email for up to one year, after which time electronic files will be permanently deleted

The Fall Mountain Regional School District shall maintain, review and revise procedures as needed to comply with the federal "Family Educational Rights and Privacy Act," 20 U.S.C. & 1232g, and RSA 91-A, Access to Public Records.