

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulation: E-09-R1 Effective Date:9/12/05
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### **Data/Records Management and Retention**

Millwood Public School District records shall be kept and preserved in the administrative offices of the school district and shall be the responsibility of the appropriate administrator or designee. Personnel records shall be maintained in the superintendent's office. Permanent and cumulative records of students shall be housed according to Board Policy I-03, Student Records.

Unless otherwise stated, records of the District may not be destroyed without authorization given by the Millwood Board of Education. Anyone destroying District records without legal authorization may be subject to disciplinary action or penalties under the Open Record Act.

Reference: Board Policy I-03, Student