

POLICY Board of Education of Queen Anne's County

Responsible Office:	Student Support Services
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DESTRUCTION OF INFORMATION

I. PURPOSE

To establish a uniform, county-wide system for the retention and disposition of student records.

II. POLICY STATEMENT

- A. Guidelines and standards for the retention and disposition of student records shall be maintained according to the current edition of the Maryland Student Records Manual, and those adopted in the current edition of the Records Retention and Disposition Manual for Public School Systems, and subsequent revisions, except as indicated herein.
- B. Individual student records not required or specifically regulated by other State or local regulations shall be destroyed when they no longer serve legitimate education purposes, subject to the following exceptions:
 - 1. Queen Anne's County Public Schools (QACPS) may not destroy any student record if there is an outstanding request to inspect and review them under FERPA and COMAR 13A.08.02.13;
 - 2. Explanations placed in the education record under COMAR 13A.08.02.15 shall be maintained as provided in FERPA and COMAR 13A.08.02.15D; and
 - 3. The record of disclosure required under FERPA and COMAR 13A.08.02.20 shall be maintained for as long as the education record to which it pertains is maintained.

III. DEFINITIONS

- A. *Student Records* – As defined by both FERPA and COMAR:
 - 1. Directly related to a student; and
 - 2. Maintained by an educational agency or institution or by a party acting for the agency or institution.

IV. POLICY ELEMENTS

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

The Superintendent will provide the Board of Education a review of this policy every four years after its initial adoption and/or last revision.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

- A. COMAR 13A.08.02
- B. The Family Educational Rights and Privacy Act of 1974

VIII. EFFECTIVE DATE

Date: June 7, 2023



Patricia Saelens, Ed.D.
Superintendent, Queen Anne’s County Public Schools

HISTORY:

Initial Adoption	06/07/2023	Revised	--/--/----	Reviewed	--/--/----	Next Review	06/07/2027
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