

SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES

PURPOSE

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by School for Integrated Academics & Technologies (“SIATech”) or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of SIATech in understanding their obligations in retaining electronic documents including e-mail, text files, PDF documents, and all Microsoft Office or other formatted files.

A. POLICY

This Policy represents SIATech’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

B. ADMINISTRATION

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of SIATech and the retention and disposal of electronic documents. The lead administrator in each organizational division (“The Administrator”) is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for SIATech; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

C. SUSPENSION OF RECORD DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

In the event SIATech is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning SIATech or the commencement of any litigation against or concerning SIATech, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

D. APPLICABILITY

This Policy applies to all physical records generated in the course of SIATech’s operation, including both original documents and reproductions. It also applies to the electronic documents described above.

DATE OF ADOPTION BY THE BOARD: 6/16/09