

Missouri Charter Public School Commission	
Record Retention (Schools)	3.05

Policy

The Commission requires sponsored schools to retain records to comply with applicable laws and to protect the public’s interest. The Commission’s policy is designed to accomplish those ends without unnecessarily burdening schools.

Retention Requirements

Each charter school must maintain records in accordance with state and federal laws and regulations. The school must establish a retention schedule that includes applicable retention periods for all records created, received, or retained as a result of school operations. At a minimum, the schedule shall apply to the following records:

- Student records,
- Financial records,
- Legal and institutional records (e.g., bylaws, meeting minutes), and
- Personnel records.

Each school shall adhere to the records retention schedule and develop procedures to ensure compliance.

Record Digitization

Commission sponsored schools shall digitize the records listed above in order to simplify school monitoring and reporting, and in order to more easily comply with public records requests and manage the transfer of records in case of school closure.