

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

RECORDS, ETC. OPEN TO PUBLIC

1270

Public Copy Request

The Fairfield Area School District appreciates the interest of the community in its schools and will provide as much information as is legally and economically possible.

The following are established to give guidance to the administration when individuals request personal copies of public information as that term is defined in the Right to Know Act 65 P.S. Section 66.1 et. seq..

1. Requests should be made, in writing, to the Superintendent's office one week in advance.
2. No documents may be removed from the district offices for copying.
3. A charge of \$.25 per copy will be levied.
4. Payment is due in advance.
5. Items not addressed by these guidelines must have the approval of the Board.

Records Retention

Board Minutes	Forever
Annual Auditor Reports	Forever
Annual Financial Reports	Forever
Personnel Records (including annual salary)	Forever
Financial Records	6 Years
Non-Duplicating Computer Data Records	6 Years
Tax Records	6 Years
Federal Programs	6 Years
Census (Enumeration) Data	Until Child is 19

FAIRFIELD AREA SCHOOL DISTRICT
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RECORDS, ETC. OPEN TO PUBLIC (Contd)

1270

Student Records

Category A

Virtually Forever

Category B

Until Student Leaves

School

Category C

Purge Annually

See attachment Curtin and Heefner

