

FAIRFIELD AREA SCHOOL DISTRICT

MICROFILMING STUDENT RECORDS

6550

- 6550.1 Introduction
Microfilming Policy is adopted as follows: The Fairfield Area School District will only microfilm Category A information for the purpose of record keeping upon the student's graduation or withdrawal from the senior high school program.
- 6550.2 The student's cumulative folder will remain active for a period of two years after graduation. This file will be maintained at the Fairfield Area High School. After a period of two years, Category A data will be microfilmed. Category B and C data will be burned or shredded upon graduation. Two microfilm copies of the student's Category A information will be kept. A copy will be filed at the Principal's Office and the second copy will be kept in the safe at Fairfield Area High School, depending on the school of graduation of the student, and never be used unless the copy of the microfilm in the Central Office is destroyed.
- 6550.3 When a student withdraws from the Fairfield Area School District, his or her file will be placed in an inactive file for a two-year period before being microfilmed and destroyed in accordance with the above policy.
- 6550.4 Category A data is to be retained at the district high school. All Category B and C data must be destroyed upon the graduation of the student or two years following his or her withdrawal from the District. All inactive files currently stored, and those to follow, in the elementary buildings shall remain at those buildings.

Revised June 17, 1996