



---

## DOCUMENT RETENTION POLICY

---

### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

#### **PURPOSE**

The purpose of this policy is to secure the proper and safekeeping of Ben Franklin Academy's (BFA) records and documents without wasting resources.

### **SECTION 2. DOCUMENT RETENTION**

The BFA Board of Directors (Board) and Administrators use the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives department to assist the school in determining the appropriate retention period for various types of records. School records regarding the district's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

BFA follows and complies with all laws and regulations, pertaining to document retention, set forth by Douglas County School District (DCSD), the Colorado Department of Education (CDE), and state and federal law.

BFA shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by the DCSD, CDE, or state or federal law. BFA employees and Board directors shall be responsible for adhering to the records management manual.

Whenever BFA is a party in litigation or reasonably anticipates being a party in litigation, Board directors and school employees in possession of hard copy or electronic documents, email, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails, and other evidence until otherwise directed by the superintendent, Board, or Board designee.

Documents and other materials that are not “records” required to be retained by school policy, the records management manual, or state or federal law, and are not necessary to the functioning of DCSD, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or administrative action, and emails that do not contain information otherwise required to be retained by school policy, the records management manual, DCSD, or state or federal law.

LEGAL REFS.: C.R.S. § 24-80-101, *et. seq.* (State Archives and Public Records Act)  
CROSS REFS.: EGA, Electronic Communications JRC, Student Records/Release of Information on Students

---

**POLICY HISTORY:**

Original: approved by the Board 10/20/2015

Reviewed and Approved by the Board 10/20/2020