



St. Joseph School District

Records Department

TO: St. Joseph Schools
FR: Kate Gentry, Records Manager
RE: Records Management Enhancement
DATE: August 7, 2006

Please allow me to introduce myself; I have been hired as the new Records Manager for the St. Joseph School District at the Maintenance Building. Over the last year, the Records Department has engaged in research and policy and procedure review, in order to enhance the current state of the Record Department and to comply with State and Federal Regulations. This department has been given a directive to implement a document management system (FileBound), reorganize the records facility, and reinstate compliant policies and procedures. In order for this department to meet the challenges at hand, it is critical that each school become an ally. Although time is of the essence, it is important to understand that change can not occur overnight. To begin the relationship between the schools and the Records Center I have listed a few important guidelines below, which may already be in use.

The guidelines listed below shall go in effect at the beginning of the current school year.

- The Health file and the Cumulative file *need* to be kept in separate locations and therefore should be boxed separately when transferred to the Records Center. (State of Missouri Retention Schedule)
 - Each box of records being transferred to the Records Center should have a Content Disclosure form completed. (See attached.)
 - In compliance with the *Family Educational Rights and Privacy Act of 1974*, student information should never be given verbally or physically without authorization. All information released should be preceded by an Authorization for Release of Records form. This form should be placed within the file. Should a request require pick-up of requested materials, a copy of the recipient's driver's license should be attached to the Release of Records form. Should requestor supply their rendition of a release form that should suffice, if not, use the St. Joseph School District form attached. (Applies to Student Records and Health Records, see attached Release of Information forms.)
 - The Cumulative records are for graduates and non-graduates. The State of Missouri requires that each record contain the following:
 - Birth records
 - Official transcripts*
 - GPA*
 - Class rank*
 - Grades
 - Tests
 - College prep certificates
- *It is understood the school retains the transcripts at this time.
- Student Drop-Out Records and Student Transfer in/Transfer out records should be maintained separate of the cumulative student file. These may be transferred to the Records Center to ensure the retention schedule is met. (State of Missouri Retention Schedule)
 - Any requests for current (no more than two years after graduation date) Special Services records must be addressed to Becky at Special Services.
 - Do not send original documents or files out of the district. After receiving a Release Authorization, copies of files should be sent, (not the originals).

Please contact me should you have questions or concerns with the new Records Management initiative. I would be happy to supply you with PDFs of the attached forms, please contact me for those items as well. I look forward to working with you in the near future. Thank you for your help and support in making this a great year! Kate: #4260

Att: Content Disclosure Form; Authorization for Release of Records (Health Record); Authorization for Release of Records (Student Record); Policy and Procedures