

Public School Records Management Survey



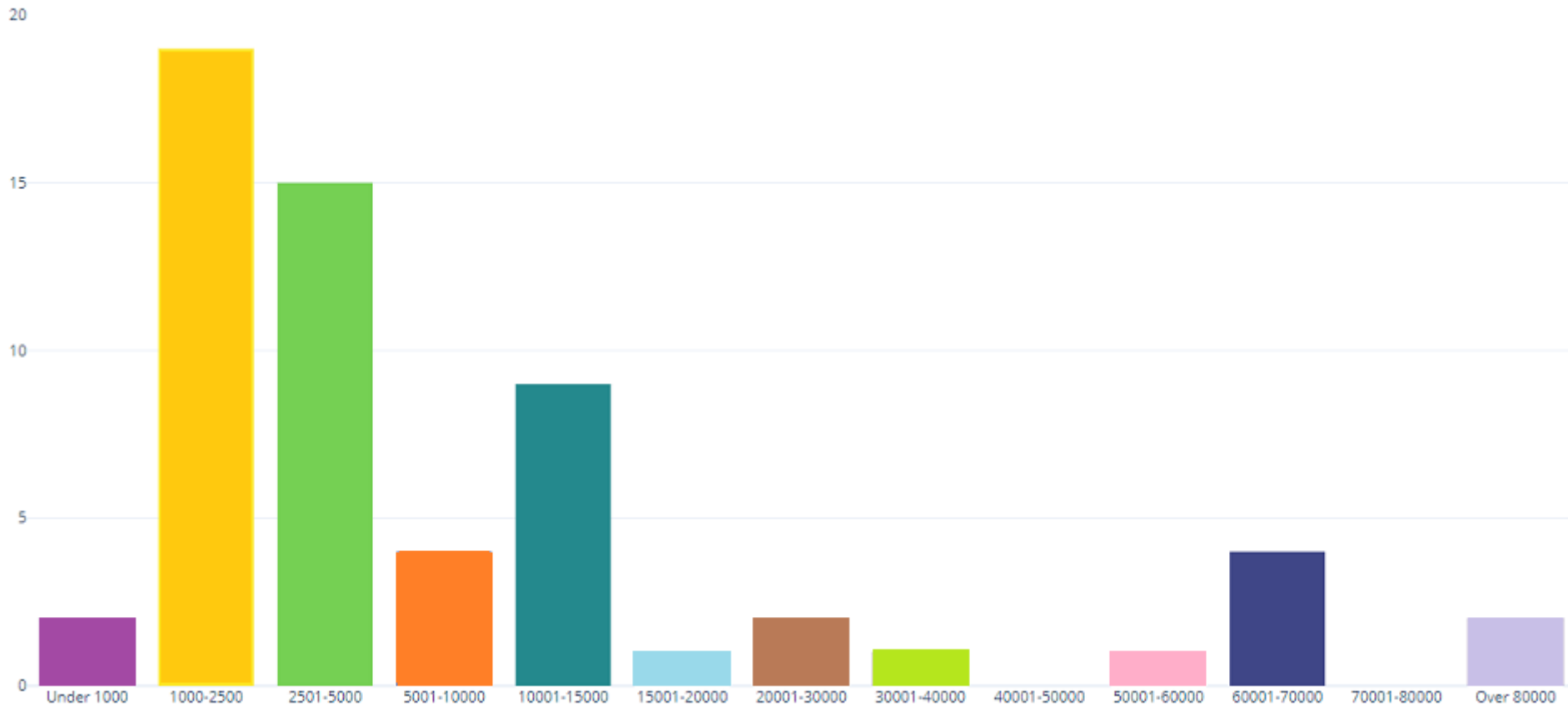
LIBRARY OF VIRGINIA

HB 1788 Virginia Public Records Act; implementation in local school divisions; recommendations.

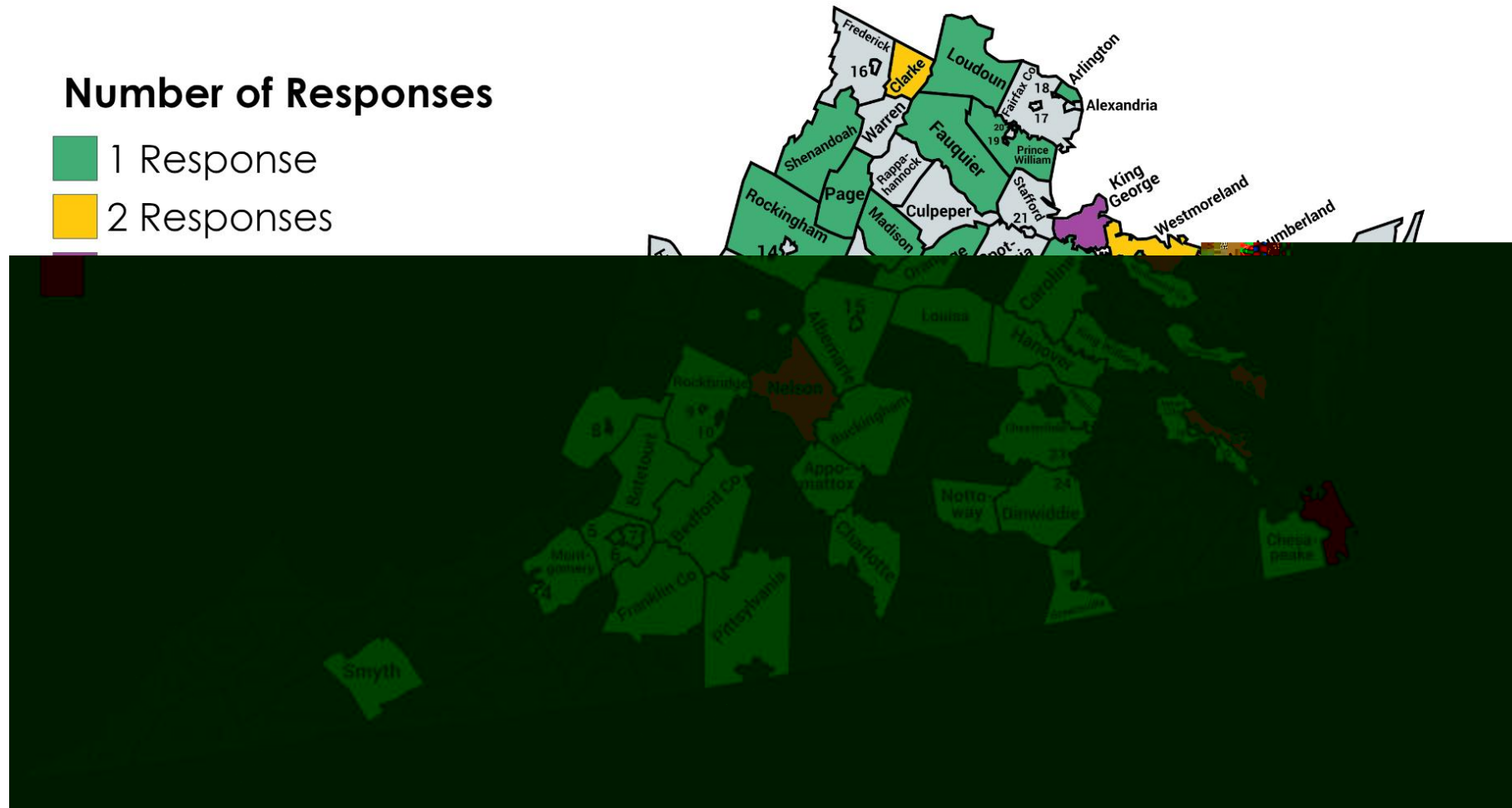
Survey Distribution

- Sent out to School Superintendents, School Boards, and Records Officers
 - Open May 12 – July 31, 2019
- 102 Total Views
 - 93 Survey Starts
 - **60** Complete Responses

Respondent Demographics

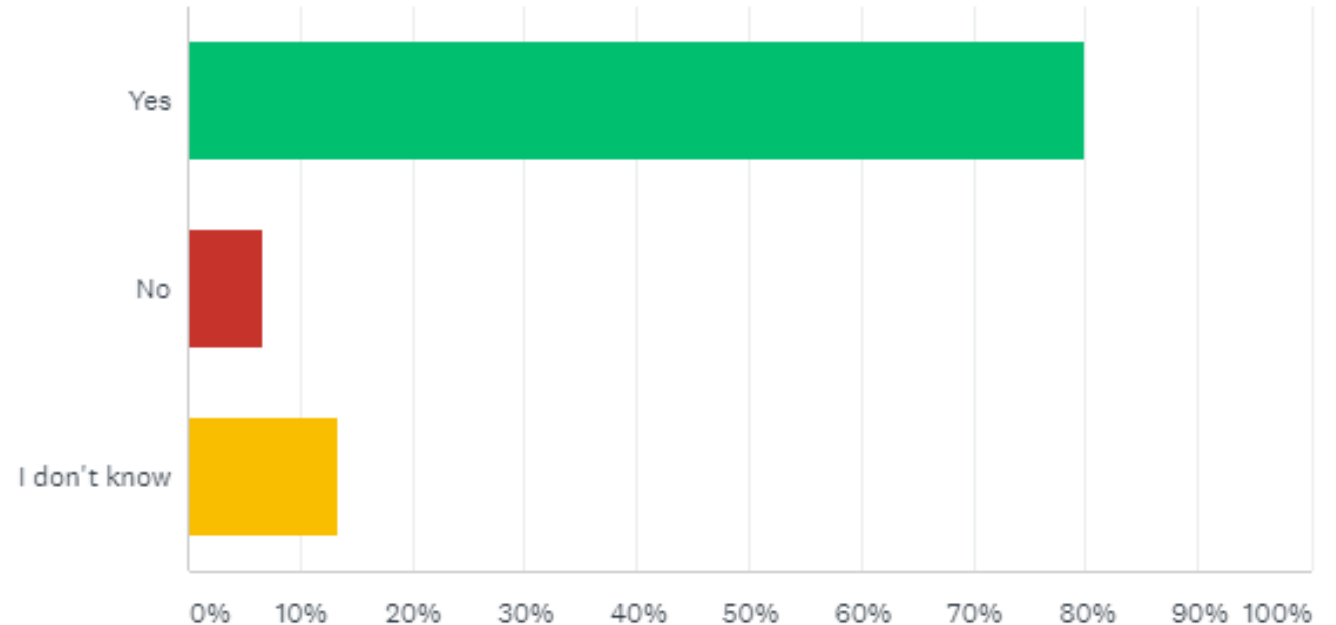


We only heard from **51** localities



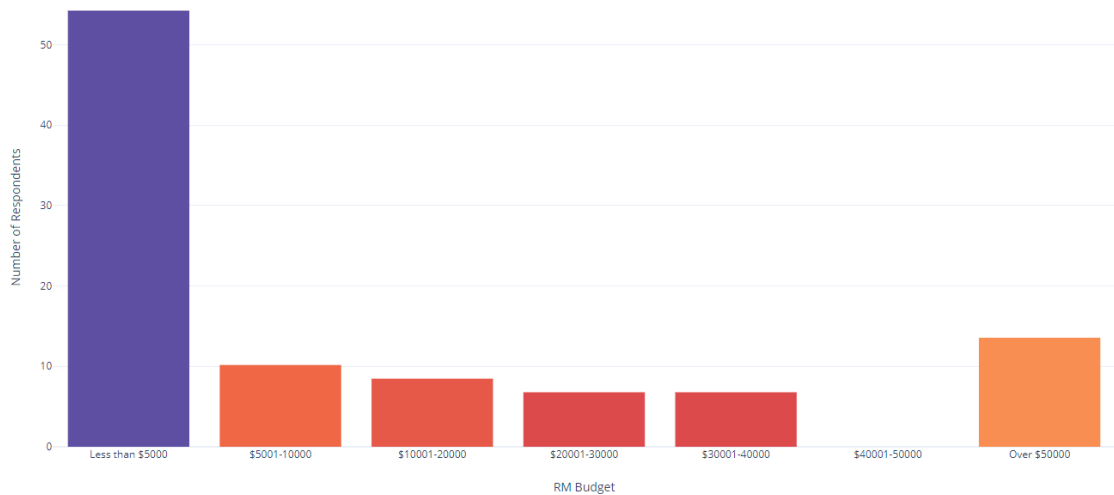
Does your school division have a Records Officer designated with the Library of Virginia?

- 80% Yes
- 7% No
- 13% I don't know

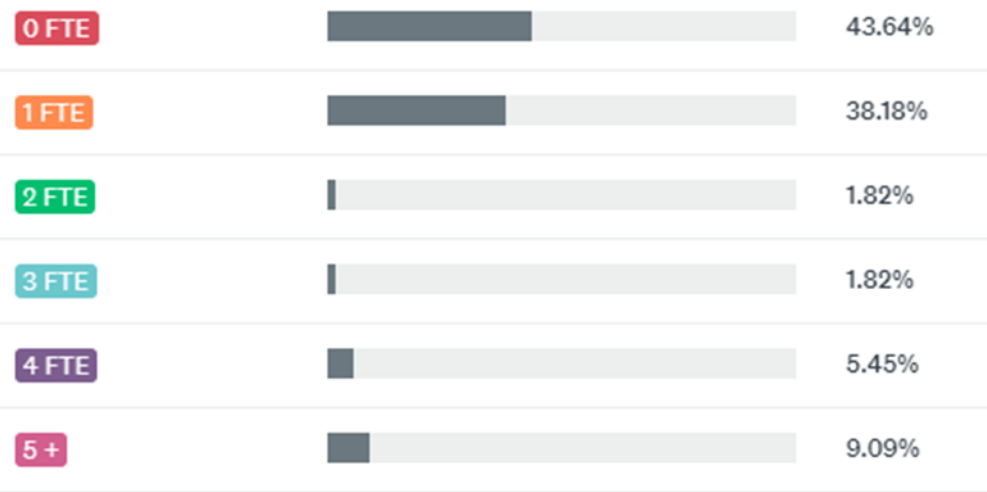


RM Funding

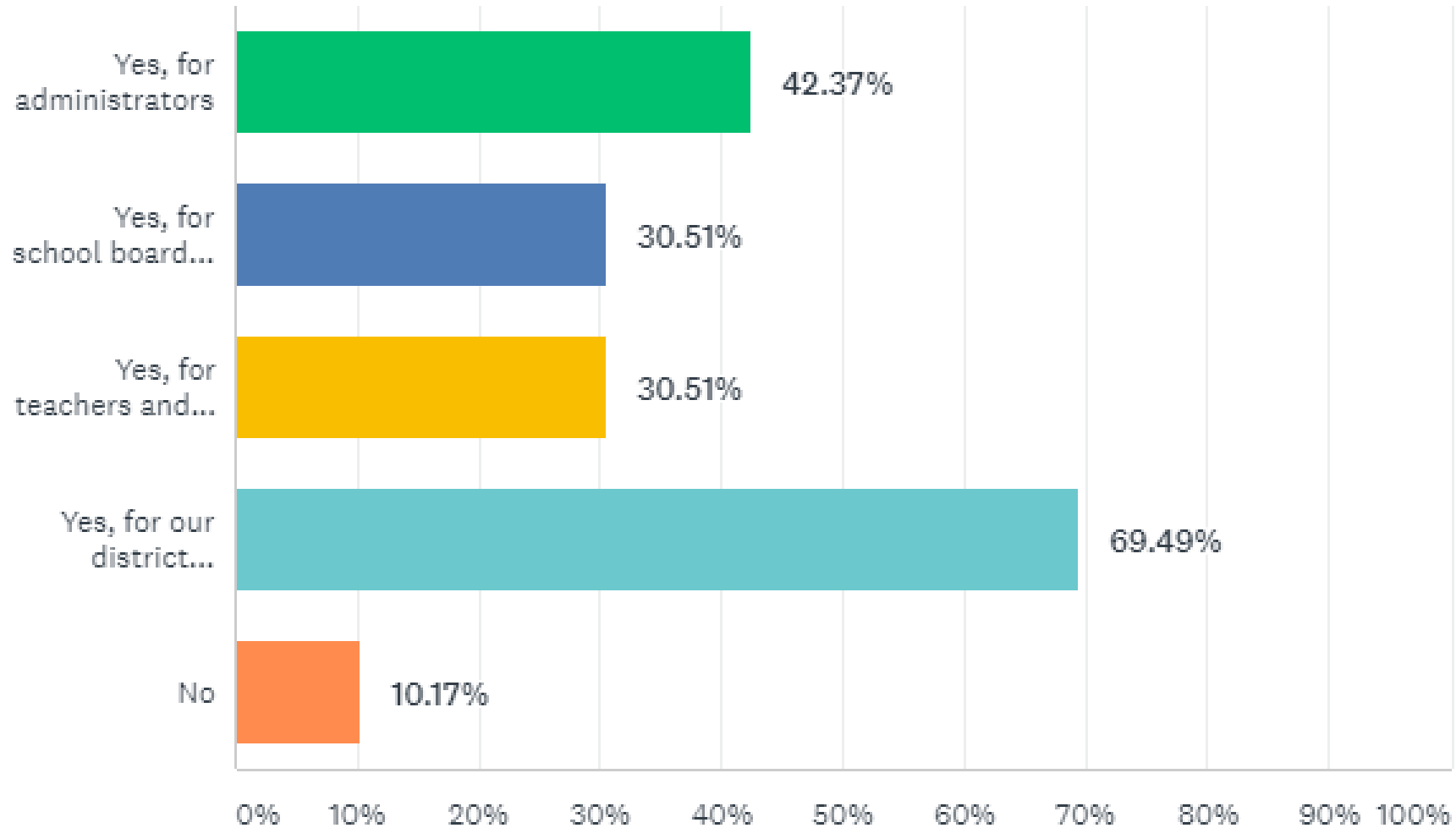
RM Budget



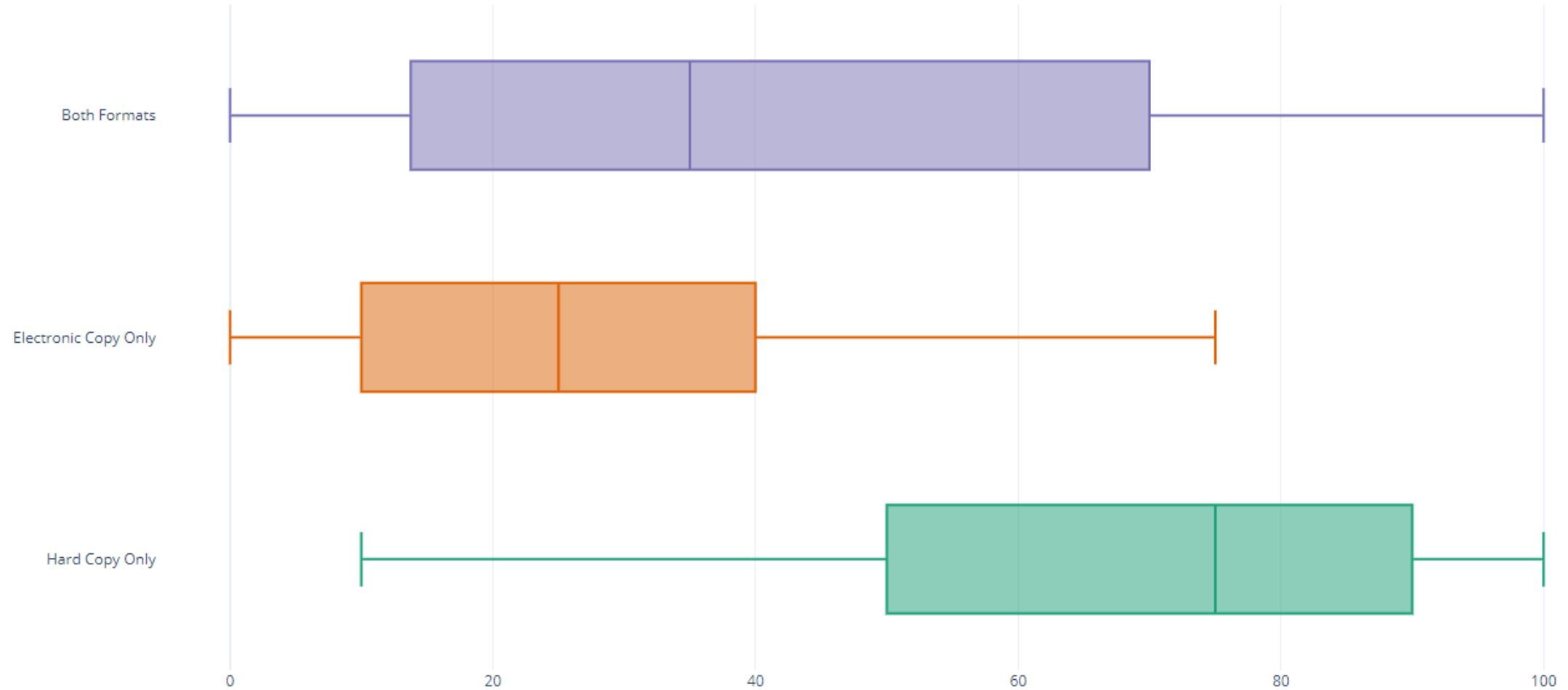
Full Time Equivalent Positions



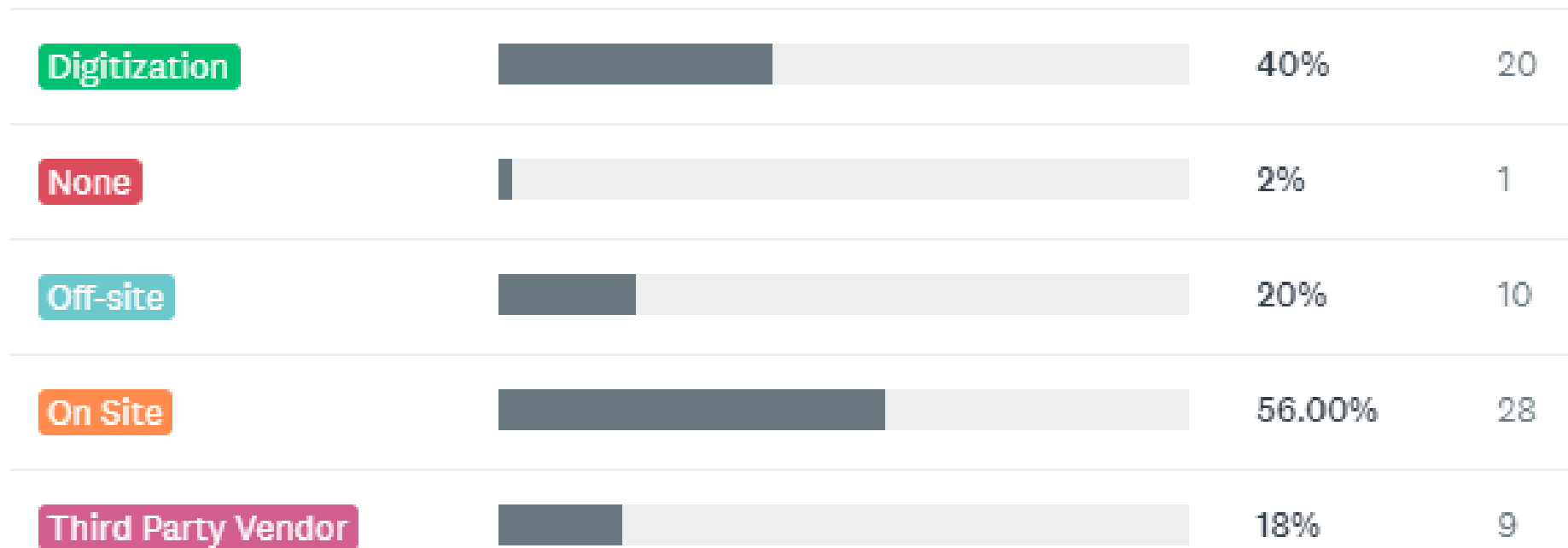
Would You Like Training?



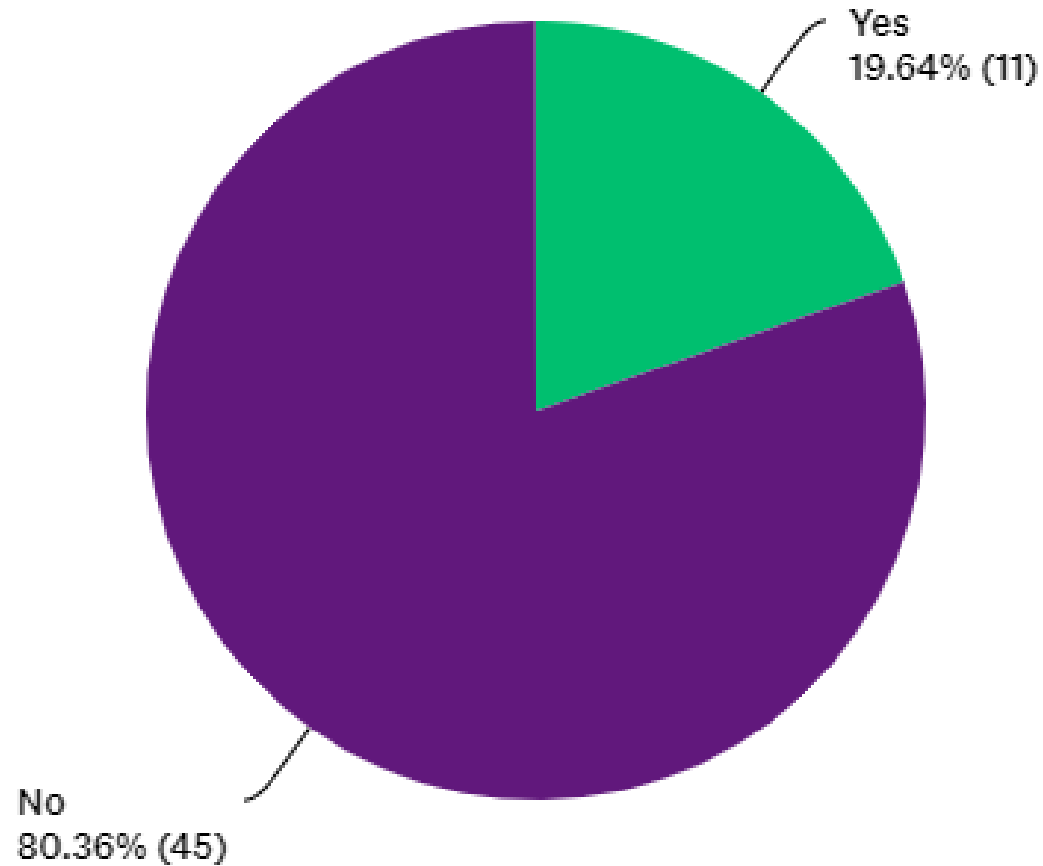
Records Formats



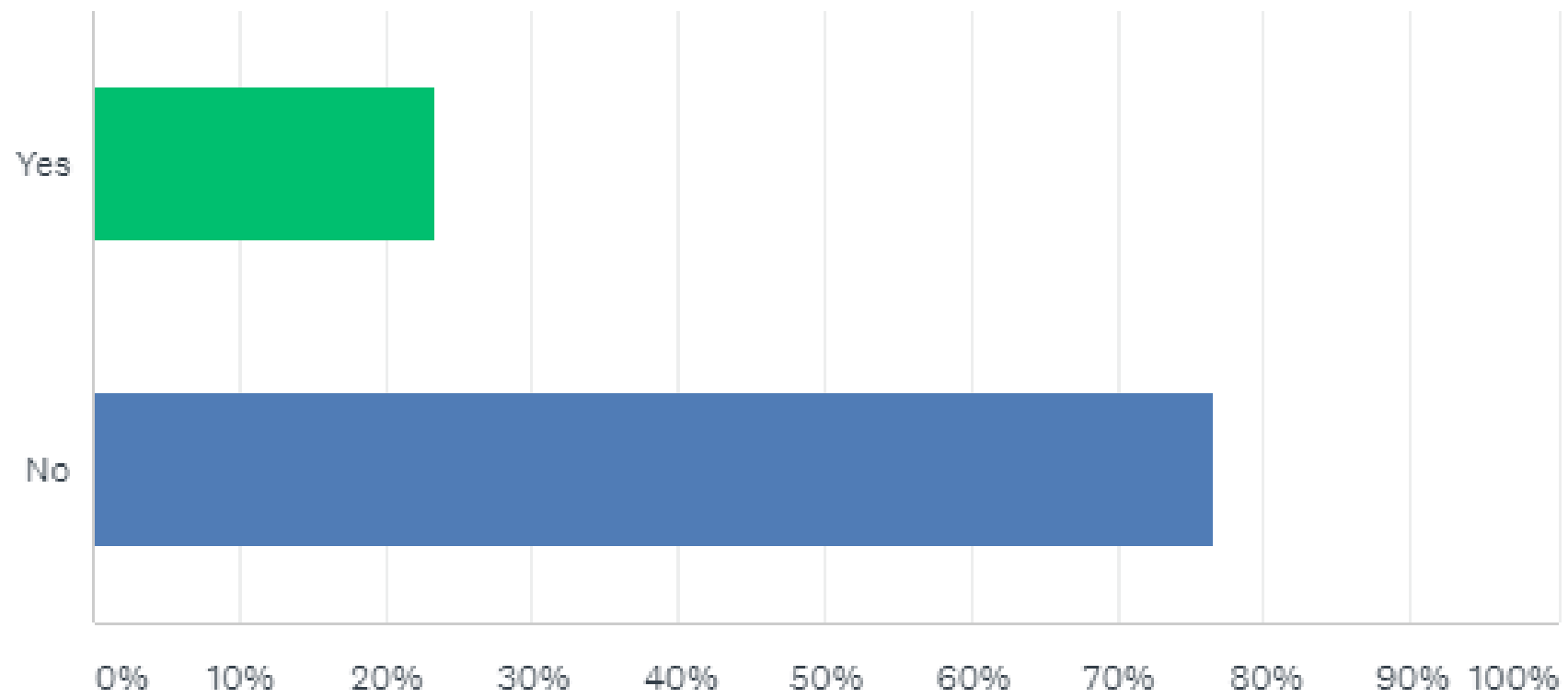
Long Term Records Storage



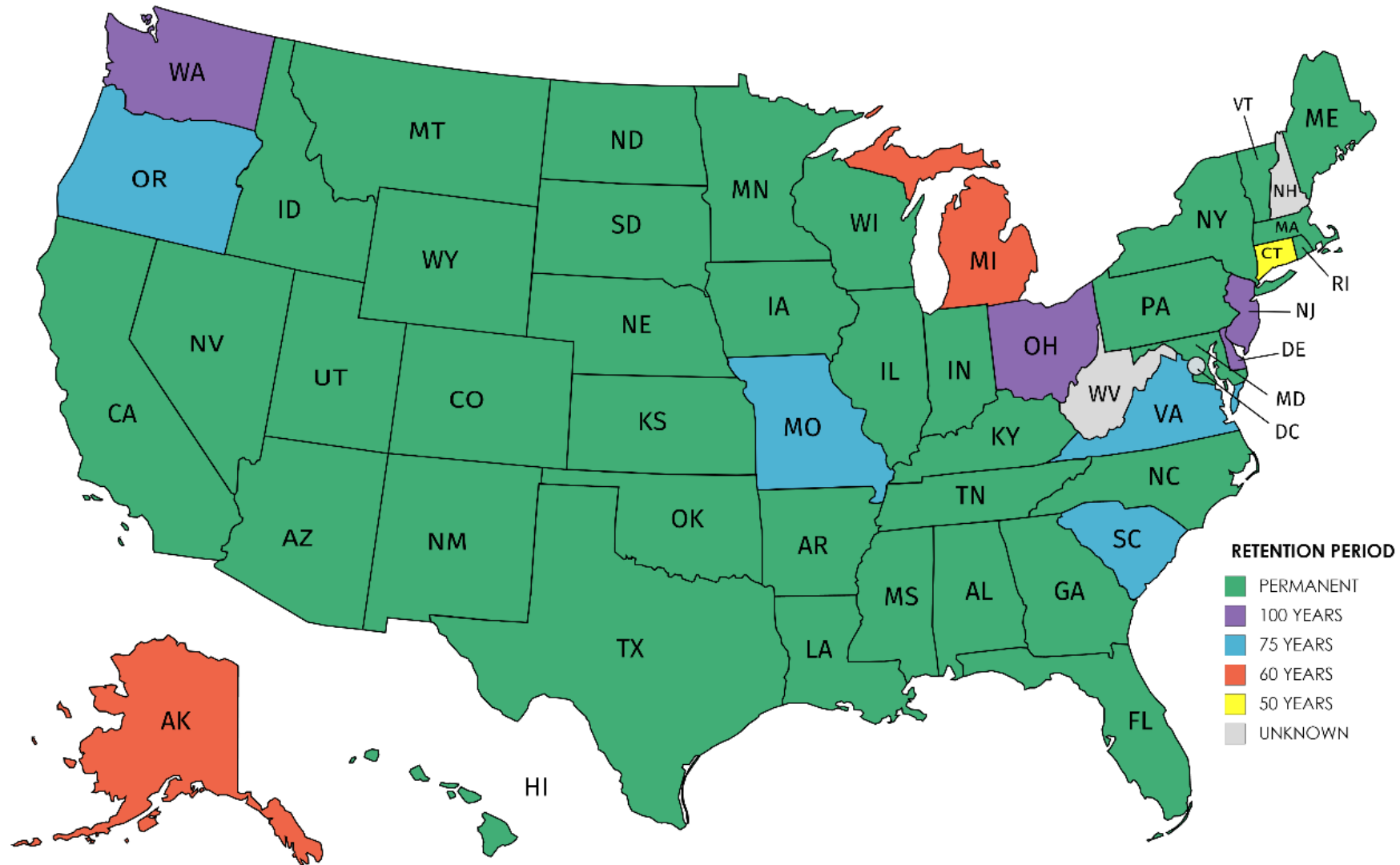
Social Media Archiving



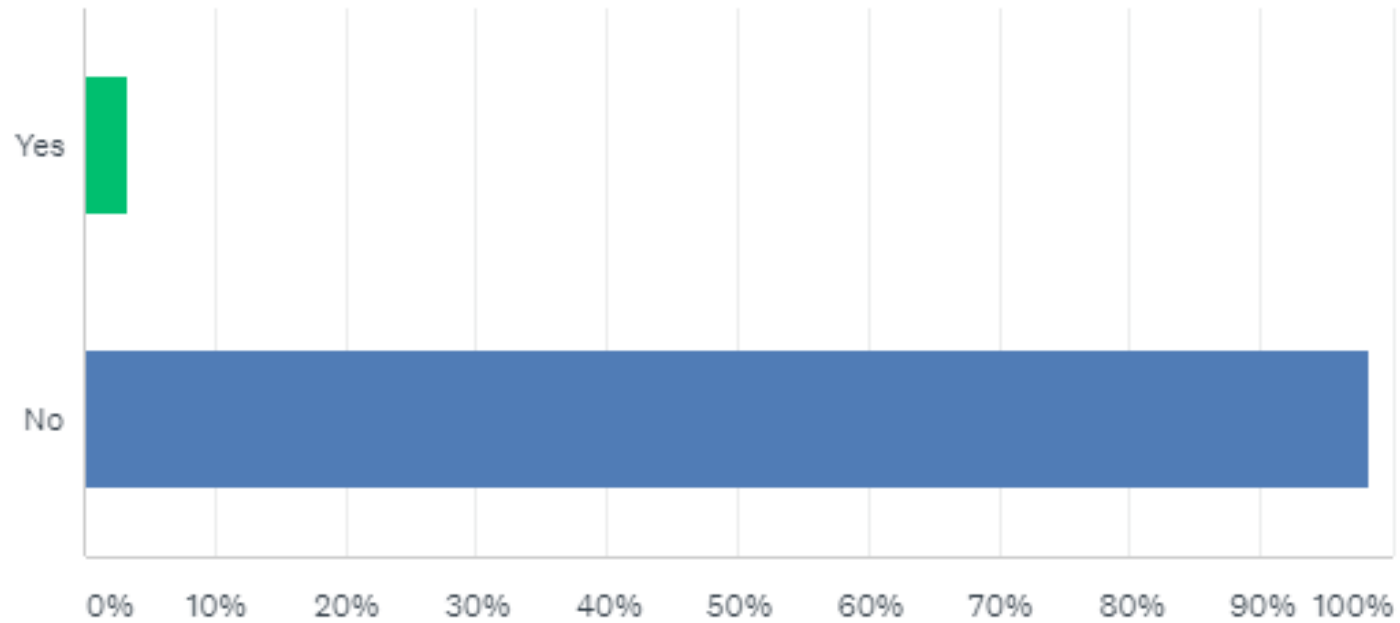
Any Retention Period Too Long?



Student Record Retention Across the U.S.



Any Retention Period Too Short?



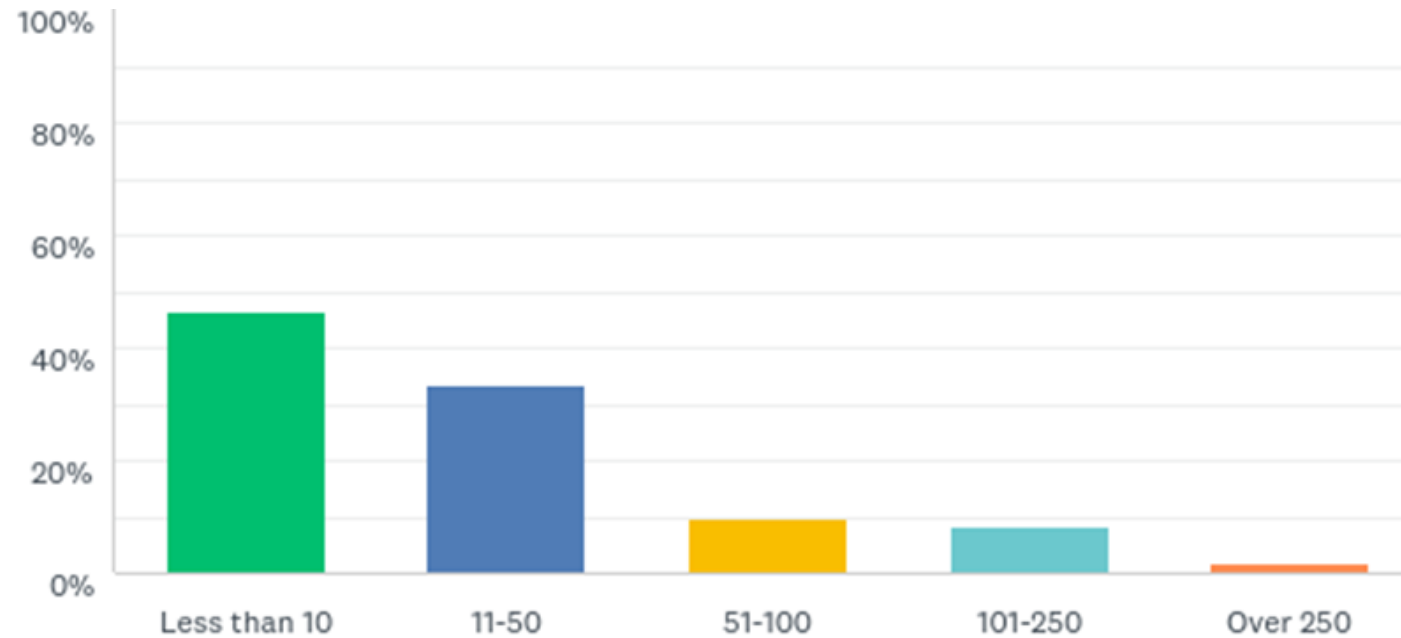
Confusing and Non-Conforming Records

- Disciplinary Records
- Attendance Records
- Gifted Records
- IEPs and Special Education Records

Also Mentioned:

- Paper versus Electronic Records
- LVA versus VDOE

FOIA Requests and Litigation



Recommendations

- All districts should **appoint a Records Officer**
- A minimum of **20% of this person's time being devoted to records management**
- This appointment should **be known to division staff**
- The Records Officer should also **be encouraged to pursue continuing education**
- Records Officers should **perform regular training for district leadership and school administrative staff**
- Training should include **retention of records** as well as **elimination of multiple copies**
- The Virginia Department of Education should **regularly update and ensure the availability of the Guidelines for the Management of the Student's Scholastic Record** in the Public Schools of Virginia
- The Library of Virginia will **create a small publication to address common questions for school records** management and to **guide district staff to more resources for more in-depth questions** or concerns