



NONINSTRUCTIONAL OPERATIONS

- 1                               5231, 5231P Personnel Records
- 2                               5450               Employee Electronic Mail
- 3
- 4 Legal Reference:           Montana Secretary of State (Rules for Disposition of Local
- 5                               Government Records)
- 6                               Federal Rules of Civil Procedure (FRCP)
- 7                               § 2-6-403, MCA       Duties and responsibilities
- 8                               § 20-1-212, MCA     Destruction of records by school officer
- 9                               § 20-7-101(2), MCA Standards of accreditation
- 10                              § 20-9-215, MCA     Destruction of certain financial records
- 11                              24.9.805 (4), ARM   Employment Records
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Policy History:

14 Adopted on: February 2007

15 Reviewed on:

16 Revised on: Unknown modified as per MCA requirements

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19 *Revision Note: Significantly expanded the record keeping requirements and procedures.*

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