

School Records and Retention: The Law, the Rules, Policies and Best Practices



- ☐ **Tuesday, September 18, 2018** | 9:30 AM-2:30 PM*
USM Abramson Center, Portland, ME
- ☐ **Thursday, September 20, 2018** | 9:30 AM-2:30 PM*
Cross Insurance Center, Bangor, ME

**Registration from 9:30-9:55 AM. Program starts at 10:00 AM. Lunch is included.*

There is a very important reason for this date change - the Maine State Archives staff and Board are in the midst of an extensive re-write of the Local Government Records Retention Schedules, and as it turns out, the changes will not be complete until this summer. The changes, when finalized, will be positive for school units, and we want to make sure that we are able to provide you with the most accurate and up-to-date information possible.

Presented by:



Ann S. Chapman,
*Employment, Policy
& Higher Education
Consultant*

Schools generate and receive enormous quantities of paper and digital records in the conduct of their normal operations. Organizing, managing and retaining all of these records presents difficult challenges, particularly in light of the complex web of federal/state laws, regulations and court rules that apply.

In this seminar, we will provide:

- An overview of the laws and regulations governing record retention and destruction;
- A perspective on the importance of federal court rules on “litigation holds”;
- The special challenges of technology, email and digital records;
- Best practices and practical suggestions for managing your school records;
- Plenty of time for your questions on records management.

Who should attend?

Because record retention is an issue that has far-reaching policy, liability and management implications for school units, we encourage superintendents, business managers, technology coordinators, administrative assistants and others responsible for records management to attend.

School Records and Retention: The Law, the Rules, Policies and Best Practices



Two sessions now available:

- ☐ Drummond Woodsum, Portland, ME | Tuesday, September 18, 2018
- ☐ Cross Insurance Center, Bangor, ME | Thursday, September 20, 2018

Registration from 9:30-9:55 AM. Program starts at 10:00 AM. Lunch is included.

Join Drummond Woodsum Consultant **Ann Chapman** as she addresses the law, rules, policies and best practices regarding school records and retention. There will be plenty of time for questions!

4 Easy Ways to Register

- Online** schoollaw.com
- Mail** PO Box 7570 DTS
Portland, ME 04112
- Fax** 207.772.3627
- Phone** Donna Swiderek
1.800.727.1941

Program Locations:

Cross Insurance Center
515 Main Street, Bangor, ME 04401

USM Abramson Center
88 Bedford Street, Portland, ME 04101

Late Registrations

Walk-ins are welcome, space permitting. Please contact us at least 1 business day prior to the event. If we are able to accommodate walk-ins, payment (via check or credit card) is required upon check-in at the event.

Cancellations

Cancellations are subject to a non-refundable \$20.00 administrative fee. Substitutions are permitted. To receive a refund, your written cancellation must be received 7 or more business days prior to the event. Anything after that will not be eligible for a refund.

For the complete cancellation/refund policy, please visit us at schoollaw.com

REGISTRATION FORM

School Records and Retention: The Law, the Rules, Policies and Best Practices

\$219 for first registrant, \$199 for each additional registrant from the same school unit (lunch included)

- Please select a session:**
- ☐ Portland, ME | Tuesday, September 18, 2018 (Conference Code #180918/1062)
 - ☐ Bangor, ME | Thursday, September 20, 2018 (Conference Code #180920/1062)

Attendee Information:

School Unit _____

Name (as it should appear on the name badge) _____

Job Title _____

Billing Address _____

E-Mail Address _____

Telephone _____ Fax _____

Payment may be made by check or credit card. Payment is required prior to the scheduled event.

Payment Options:

- ☐ Check enclosed (payable to SchoolLaw.com)
- ☐ Send me an invoice:
PO# _____

Charge my ☐ MasterCard ☐ Visa ☐ AMEX

Card number _____

Name as it appears on card _____

Expiration date _____