


Anthony Independent School District

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TO: Administrators
Teachers
Support Personnel

FROM: Ronald Haugen, Superintendent 

SUBJECT: Management of District Records

DATE: May 3, 2008

I am taking this opportunity to remind you that all data/records collected, maintained and/or stored by the District is District property. Dissemination, distribution and management/storage of many of these data/records are governed by Regulations which include but are not limited to Family Education Rights and Privacy Act [FERPA], Health Insurance Portability and Accountability Act [HIPAA]; and Local Government Code §201 [State Records Retention].

As you work with District records please ensure that [not an inclusive list] you:

1. Do not remove District records from District property [example: do not keep or maintain District records in your car, home or any other offsite location];
2. Store all records in accordance with AISD's Records Management policies and procedures;
3. Shred copies of any protected records before you place in the recycling bin/trash;
4. Maintain confidentiality of protected information in accordance with established Regulations to include but not limited to personnel, payroll, finance and student records; and
5. Contact your site administrator for guidance if you have any questions.

Thanks!