

P6-18-005 Maintenance of Files Housed in School Building

All education records should be filed in a central location accessible to professional personnel within the school and/or the Henrico County School Division who have legitimate educational interests in the student. The principal and/or **the principal's** designee shall be responsible for the collection of data, record maintenance and security, access to records, and dissemination of information from records. The principal shall provide for the periodic evaluation of records by professional personnel and the removal of data no longer educationally useful. The principal, with the assistance of appropriate staff members, shall establish and use necessary procedures for implementing local School Board policy and regulations relative to education records. Refer to Policy **6-18-010**, "Expunging of Records."

Last Revised: August 1995

Legal Refs.: **Code of Virginia, 1950, as amended, §§ 22.1-287, 20-124.6; 8 VAC 20-150-20; 34 CFR § 99.4**

VSBA Ref: