To: Arne Nielsen, Vice-President for Education, North American Division of Seventh-day Adventists

Desiree Bryant, Assistant Director for Education, Projects Coordinator, North American Division of Seventh-day Adventists

From: Jennifer Woods, Associate General Counsel, General Conference of Seventh-day Adventists

Re: Teachers’ and Students’ Digitized Records

Date: May 11, 2020

When transitioning from paper to digitized records, the Office of Education of the North American Division of Seventh-day Adventists in consultation with the Office of General Council, recommends that unions and conferences adhere to the following guidelines as it relates to the retention of teachers’ and students’ records.

Once paper records of teachers have been digitized and stored in a format that cannot be altered, the paper records can be destroyed. The digitized copy then becomes a legal document, which is adequate for retention.

The length of time student records must be retained will vary, based on jurisdiction. Therefore, it is recommended that schools refer to their applicable state law regarding retention periods.