

*Regional Education
Service Agencies*

RESA

• *six* •

A powerful engine for education

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Policy Name: Records Retention

PROCEDURE / REQUIREMENTS:

1. All class, instructor, student information is retained electronically with Access Data files in the RESA data base.
 - a. Electronic records go back to 2005
2. Hard copies of test scores, practical score, and student rosters are maintained for 10 years.