

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

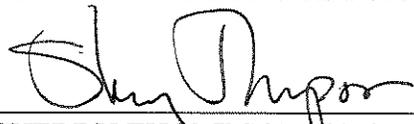
DOCUMENT RETENTION AND DESTRUCTION POLICY

The New Mexico School for the Arts (“NMSA”) is a New Mexico statewide public high school. It is the intent of NMSA to adhere to all applicable laws and regulations governing the retention and destruction of its documents and the underlying purpose of this Document Retention and Destruction Policy is to provide guidance on how important documents (hardcopy, online and other media) should be retained, protected and eligible for destruction and to support the goal of providing documents to legal authorities in the course of legal investigation or lawsuit.

1. **Document Retention Schedule.** At least one copy of each document described in the Document Retention Schedule attached at Exhibit A to this Policy will be retained for the period specified in the Schedule. E-mail messages are documents described in the Document Retention Schedule must be retained and destroyed in accordance with the Document Retention Schedule.
2. **Document Protection.** Documents (hardcopy, online and other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included with the stored documents.
3. **Document Destruction.** Hardcopy of documents will be destroyed by shredding after they have been retained beyond the period specified in the Document Retention Schedule. Online copies will be destroyed by proven means to destroy such media after they have been retained beyond the period specified in the Document Retention Schedule.
4. **Providing Documents during Investigation and Litigation.** Documents requested and subpoenaed by legally authorized personnel will be provided within the time deadline specified for the documents. The Head of School and the Chair of the Governing Board have the authority to release documents for these purposes. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

This Document Retention and Destruction Policy was amended by the Governing Council of the New Mexico School for the Arts, effective July 11, 2014.

NEW MEXICO SCHOOL FOR THE ARTS



SHERRY THOMPSON, Chair
of the Governing Council

ATTEST;



PAULA TACKETT, Secretary
of the Governing Council