



Introduction

The Department of Information Technology, Document Management, develops and implements the Fairfax County Public Schools (FCPS) Records Management program. This manual provides information on how to manage FCPS records efficiently and in compliance with state and federal laws. It is important to keep in mind that FCPS records are public records subject to the Virginia Public Records Act.

This means FCPS records:

- are open to the public unless specifically protected by other laws.
 - The Family Educational Rights and Privacy Act (FERPA) limits access to student scholastic records and the Health Insurance Portability and Accountability Act (HIPAA) limits access to health information.
 - The Virginia Freedom of Information Act and Regulation 1501 provide additional information on records access requirements and exclusions.
- can be in any form including:
 - Paper (letters, memorandum, forms, photographs, ...),
 - Film (microfilm, microfiche, photographic negatives, ...),
 - Electronic (word processing, spreadsheet, text, database, image files and even e-mail),
 - Sound recordings (tapes of board meetings...).
- must be stored, and ultimately destroyed, to prevent unauthorized access to protected information.
- are held for the required time period, then destroyed in a timely manner.
- can be audited for compliance by the Library of Virginia.



Records created or collected in the course of FCPS business are the property of FCPS. This is true even if the records are created away from FCPS (at home, for instance), by a third party working for FCPS, or on a non-FCPS computer.