

**The School District of Osceola County, Florida**  
Records Security

Every employee shares the responsibility of protecting the records and information created and maintained for our district. Florida Statute 119 addresses the protection of public records. The Family Educational Rights and Privacy Act (FERPA) and Florida Statute 1002.22 address protection of student education records. This includes protection against damage or loss due to water, fire, insects, exposure to the elements, theft, or inappropriate release of confidential or exempt information.

The first step in safeguarding records is to dispose of those that have met their retention requirements and are no longer needed. Don't store records that you are not required to keep. Clean out duplicates and any records that need only be kept until obsolete, superseded, or administrative value is lost (OSA retention). For assistance in determining what you need to keep and for how long, consult the Records and Forms Management Manual or call the Records Department. Never place confidential or exempt information in the trash. It must be shredded, either at your location or boxed and sent to the Records Center for proper disposal.

Following are some guidelines:

*Physical Records*

- Store in file cabinets, desk drawers, or on bookshelves as much as possible
- Place records that require further retention in boxes and store in a secure location – ideally, place them on shelving or at least keep them off the floor
- Make sure that storage areas are free of insects or other pests and do not contain equipment such as water heaters, AC units, or other electrical devices

*Office Security*

- Confidential or exempt information, such as student education records or any type of health records, should be stored in locked rooms or cabinets
- Access should be limited

*Computer Records*

- Change passwords when prompted or when security is in question
- Read the District Network Acceptable Use Policy
- Strictly adhere to district procedures including retention requirements
- Don't share passwords or leave them written where others can find them
- Lock the screen when not attended or shut down the computer
- Don't leave portable devices where they could be stolen or accessed by unauthorized individuals
- Don't leave confidential files in a public folder (where multiple people have access)

*E-mail*

- Don't send student education records or other personally identifiable information outside the FirstClass system
- Most e-mail is public record, so keep that in mind when you push the "send" button

*Student Records*

- All student records are confidential and exempt from disclosure without written permission from the parent/student or as otherwise allowed by law
- Know and follow proper procedures for access, storage, and retention
- Refer to the Student Records Handbook or check with the Student Services or Records Department if you have questions