

## **Recordkeeping Protocol**

Pursuant to Board Policy 3362/4362/5517, the Board of Education of the Monroe County Intermediate School District establishes the following recordkeeping protocol for complaints or reports of harassment, including sex-based harassment:

1. A copy of all notes, witness statements, photographs, or other documentary evidence must be kept by the Superintendent for a period of 5 years, regardless of whether those records are kept in another location.
2. A copy of all investigation reports must be kept by the Assistant Superintendent for Human Resources and Legal Counsel for a period of 5 years, regardless of whether those records are kept in another location.
3. A copy of an investigation report involving a specific employee may also be kept in the employee's file only as required or permitted by the Bullard-Plawecki Employee Right to Know Act, MCL 423.501 *et seq*
4. A copy of an investigation report or any evidence supporting an investigation report involving a student as an alleged harasser or victim must be kept in the student's file.
5. Employees who document incidents or reports of sex-based harassment or discrimination should keep a copy of all written reports and documentation.

This notice will be posted in the Human Resources Department. Copies will be available in the Human Resources office.

January 26, 2017