Records Confidentiality and Retention Policy

How to store incident reports, medical forms, and screening records, and for how long.

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Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Records Covered

- Incident and injury reports.
- Misconduct reports and notification logs.
- Medical and allergy forms.
- Background screening and training records.
- Waivers and consent forms.
- Camera footage related to an incident.

Confidentiality

- Store paper records in a locked cabinet and digital records in password-protected accounts.
- Share records only with people who need them, or as required by law.
- Never discuss a student's records with other families.

Suggested Retention

Retention periods depend on local law and your insurer. Ask your attorney. Records involving minors are often kept until several years after the child turns 18.

Record type	How long to keep	Where stored

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