



CAMBRIDGE SCHOOL COMMITTEE
459 BROADWAY
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WHEREAS: The preservation of the Cambridge Public Schools' historical and administrative records is vital to maintaining institutional memory, transparency, and accessibility for current and future generations; and

WHEREAS: Past practices of document disposal have resulted in the loss of valuable historical materials and records that are important to the school community and its legacy; and

WHEREAS: Digitization of records, including but not limited to yearbooks, student newspapers, and all other historical files, will ensure their preservation, improve accessibility, and safeguard against loss or damage; now therefore be it:

RESOLVED:

- That the Cambridge School Committee formally adopts a policy that no school records and documents (including but not limited to transcripts, yearbooks, and student newspapers) shall be destroyed going forward; every pertinent document generated or received by the School Department must be preserved in accordance with applicable laws and best practices.
- That the School Committee directs the School Department to undertake an immediate and comprehensive collection and digitization effort of all such historical records, including yearbooks, all copies of the Register Forum student newspaper, and any other existing archival materials.
- That the School Committee shall determine and designate a secure, centralized location—physical or digital—where all school records and archives will be stored and maintained with appropriate security and access protocols.
- That the School Committee will identify and appoint appropriate personnel or a dedicated team responsible for the management, digitization, maintenance, and preservation of all school records. This designee(s) will also oversee the development of ongoing record-keeping protocols to ensure consistent preservation going forward.
- That the School Committee requests a report outlining the proposed digitization plan, resource requirements, timelines, and staffing recommendations be submitted for review and approval within 90 days.