

Administration

Classification of Records

The term "record" means all records, maps, books, papers, and documents of the county office of education required by law to be prepared or retained or which are prepared or retained as necessary or convenient to the discharge of official duties.

The following documents are not "records" and may be disposed of at any time:

- (a) mimeographed, otherwise duplicated, or carbon copies, except the original or one copy;
- (b) an individual memorandum, other than one relating to personnel matters, between one employee and another employee of the county office;
- (c) notices of meetings;
- (d) advertisements and other sales material received;
- (e) library books, pamphlets, and magazines;
- (f) textbooks, maps used for instruction, and other instructional materials.

Records shall be retained, transferred, or disposed of only as stated below.

The superintendent shall, before January 1, annually review documents and papers originating during the prior school year and classify them as:

- (a) Class 1 - Permanent
- (b) Class 2 - Optional
- (c) Class 3 - Disposable.

Current year records, originating during a current school year shall not be classified during that year. Records of a continuing nature (i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased.

Whenever an original record is photographed, micrographed, or otherwise reproduced on film, the copy thus made is automatically classified as Class 1 - Permanent. The original record, once transferred to film, unless classified as Class 2 - Optional, may be classified as Class 3 - Disposable.

Microfilm copies should be placed in a conveniently accessible file, and provision must be made for preserving permanently, examining and using such films.

Legal Reference: Administrative Code
16020 et seq. Destruction of Records of School Districts

Policy

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