

Business

Non-instructional Operations

Care of County Office Records

The county board expects that county office records will be developed, maintained and disposed of according to the requirements of law, the regulations of the State Department of Education, and according to board policy 1340, "School Records."

To this purpose, the superintendent shall develop and implement appropriate regulations so that personnel of the county office will know which documents are records and which are not; which records are permanent, optional, or disposable; and how each type is to be maintained or destroyed. The superintendent shall make certain the confidentiality of each kind of record as permitted or required by law is fully protected.

Legal Reference: Administrative Code, Title 5
16020-16022 Records-general provisions
16023-16028 Retention of records

Government Code
6250-6259 Inspection of public records

Policy

First reading 4-24-84
Adopted 5-15-84