

CLASSIFICATION: Business and Noninstructional
Operations

ADOPTED: 9/13/95

REVISED:

SUBJECT: Records Retention and Disposition

PAGE: 1 of 1

The County Board of Education develops records to meet county, state and federal requirements and also as necessary or convenient to the discharge of the County Board of Education's official duties including when acting as the County Committee on School District Organization. The following positions are designated custodians of records:

- The President of the County Board of Education shall be the custodian of any records of closed sessions of the County Board of Education.
- The County Superintendent of Schools as Secretary of the County Board of Education is designated as the custodian of all other records of the County Board of Education and County Committee on School District Organization.
- The Board Secretary of the County Board of Education shall be the custodian of the school district student records utilized by the County Board of Education to render decisions on interdistrict attendance and student expulsion appeals and other official actions requiring identifiable student information.

The County Superintendent of Schools shall develop and maintain a system for the disposition of the records, as defined, of the County Board of Education. The County Board of Education shall classify its records as (1) permanent; (2) optional (continuing legal, fiscal, or historical value); or (3) disposable (destroy as soon as possible after usefulness has ended). The County Board of Education shall take action annually to authorize the County Superintendent of Schools or his/her designee to destroy specified County Board of Education records after completion of the established retention period.

Records developed by the County Board of Education as necessary or convenient to the discharge of the County Superintendent of Schools' official duties shall be managed pursuant to Administrative Regulation No. 3560.

Administrative Regulation No.: 3560

Legal Reference: Education Code
1040(b)
Government Code
14755 - 6
27 Ops. Cal Atty. Gen. 161 (1956)