

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

BP 3420 Maintenance and Retention of Records

The Board develops records to meet county, state and federal requirements and also as necessary or convenient to the discharge of the Board’s official duties. The following positions are designated custodians of records:

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

The Superintendent shall develop and maintain a system for the disposition of the records, as defined, by the Board.

Legal Reference: E.C. § 1040(b)
G.C. § 14755-6
27 Ops. Cal. Atty. Gen. 161 (1956)

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