

Business and Non-Instructional Operations

District Records

School District records shall be developed, maintained and disposed of according to the requirements of law and the regulations of the State Department of Education.

The Superintendent or designee shall establish appropriate regulations so that District personnel will know which documents are records and which are not; which records are permanent, optional, or disposable, and how each type of record is to be maintained or destroyed. The Superintendent or designee shall ensure the confidentiality of each kind of record as permitted or required by law. (cf. 1340 - Access to District Records) (cf. 4112.6/4212.6/4312.6 - Personnel Records) (cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

- 35145 Public meetings
- 35163 Official actions, minutes and journal
- 35250-35255 Records and reports
- 49065 Reasonable charge for transcripts

CODE OF REGULATIONS, TITLE 5

- 16020-16022 Records-general provisions
- 16023-16027 Retention of records

GOVERNMENT CODE

- 6252-6265 Inspection of public records

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California

Adopted: (7-88 10-93) 2-06