

BUSINESS PROCEDURES

Series 800

~~Policy Title: Care, Maintenance, and Disposal of District Records~~

~~Code No.: 827~~

~~The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. The building administrator shall be responsible for keeping these records current. Records of students who have graduated or are no longer enrolled in the school district shall be housed in the school building they were last enrolled. These records will be maintained by the district's administration.~~

~~The district may keep digital copies of school district records and destroy paper copies of the records, if they are more than three years old. A properly authenticated reproduction of a record meets the same legal requirement as the original record.~~

DELETE

Date of Adoption/Revision:

June 2001

June 2004

July 2007

August 2010

August 2013

September 2016