

LODI UNIFIED SCHOOL DISTRICT

Policy 3562

Business and Non-Instructional Operations

District Records

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations.

The Superintendent or designee shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm copies of original records shall be permanently retained.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

Legal References: Education Code
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports
44031 Personnel file contents and inspection
49065 Reasonable charge for transcripts
Government Code
6252-6265 Inspection of public records
16020-16022 Records-general provisions
16023-16027 Retention of records

Policy
adopted: 09/02/97