

Development and Maintenance of Files

Types of records to be preserved:

1. Operating manuals, reports, handbooks, guides, procedures, policies, regulations, job descriptions, budgets, Board minutes, census reports and audit; all bound and indexed documents produced by the district.
 - a. Public records in various office files, storage areas and other depositories.
 - b. Permanent records, those deemed worthy of permanent preservation or legal, administrative or research purposes.
2. Exempt and excluded records:
 - a. Personnel and information for students;
 - b. Personnel information for employees, appointees, elected officials;
 - c. Test records, scoring keys;
 - d. Letters of transmittal and acknowledgment;
 - e. Publications kept for reference;
 - f. Real estate appraisals;
 - g. Convenience copies;
 - h. Internal communications and correspondence unless cited as basis for action;
 - i. Confidential disclosures of information from citizens of the district;
 - j. Information contained in a public record which would violate personal privacy shall be deleted. If that is possible, the record shall not be made available for inspection.
3. Protection of records:
 - a. The chief administrator in each school, department or office will be responsible for protection of records.
 - b. Each administrator shall prepare reasonable internal procedures dealing with public records.
4. Fee

A reasonable fee, directly related to the cost of providing such records shall be charged.
5. Procedures For Disposing Of Records