

**DISTRICT RECORDS**

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

- (cf. 1340 - Access to District Records)*
- (cf. 3440 - Inventories)*
- (cf. 4040 - Employee Use of Technology)*
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)*
- (cf. 5125 - Student Records)*
- (cf. 5125.1 - Release of Directory Information)*

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 or electronic 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.

District public records shall not include the actual addresses of students, parents/guardians or employees when a substitute address is designated by the Secretary of State for victims of domestic violence. (Government Code 6207)

- (cf. 5111.1 - District Residency)*

*Legal Reference:*

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

- 6205-6211 Confidentiality of addresses for victims of domestic violence*
- 6252-6265 Inspection of public records*
- 12946 Retention of employment applications and records for two years*

CODE OF REGULATIONS, TITLE 5

- 432 Varieties of pupil records*
- 16020-16022 Records-general provisions*
- 16023-16027 Retention of records*

*Management Resources:*

SECRETARY OF STATE

*Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999*

WEB SITES

*California Secretary of State: <http://www.ss.ca.gov>*