

VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 3580

ADOPTED: 02/24/97

CLASSIFICATION: Business and Noninstructional Operations **REVISED: 04/14/09**

SUBJECT: Records Retention and Disposition

The Board develops records to meet county, state and federal requirements and also as necessary or convenient to the discharge of the Board's official duties. The following positions are designated custodians of records:

1. The Superintendent shall be the custodian of any records of closed sessions of the Board.
2. The Superintendent as Secretary of the Board is designated as the custodian of all other records of the Board and County Committee on School District Organization.
3. The Ex Officio Secretary of the Board shall be the custodian of the school district student records utilized by the Board to render decisions on interdistrict attendance and student expulsion appeals and other official actions requiring identifiable student information. (See Administrative Regulation No. 5119.)

The Superintendent shall develop and maintain a system for the disposition of the records, as defined, of the Board. The Board shall classify its records as (1) permanent; (2) optional (continuing legal, fiscal, or historical value); or (3) disposable (destroy as soon as possible after usefulness has ended). The Board shall take action annually to authorize the Superintendent to destroy specified Board records after completion of the established retention period.

Records developed by the Board as necessary or convenient to the discharge of the Superintendent's official duties shall be managed pursuant to Administrative Regulation.

Legal Reference:

EDUCATION CODE

1040 Duties and Responsibilities, County boards of education