

Policy 3580: District Records

Status: DRAFT

Original Adopted Date: 11/27/2012 | Last Reviewed Date: 11/27/2012

The Board of Education recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

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

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

Safe at Home Program

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

Safe at Home Program

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 pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 16020-16022

5 CCR 16023-16027

5 CCR 430

5 CCR 432

Civ. Code 1798.29

Description

Records; general provisions

District records; retention and destruction

Individual student records; definition

Student records

District records; breach of security -

<https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==>

Code of Civil Procedure 1985.8	Electronic Discovery Act - https://simbli.eboardsolutions.com/SU/18uDMWbz9B5rpSjjGu7hRw==
Code of Civil Procedure 2031.010-2031.060	Civil Discovery Act; scope of discovery demand - https://simbli.eboardsolutions.com/SU/xINv4klxKcElgqoCHUuHNA==
Code of Civil Procedure 2031.210-2031.320	Civil Discovery Act; response to inspection demand - https://simbli.eboardsolutions.com/SU/8tshb1gQRCitVej3j91pUsw==
Ed. Code 35145	Public meetings - https://simbli.eboardsolutions.com/SU/2zbplusTYPnqJITCLZ5nGLluA==
Ed. Code 35163	Official actions, minutes and journal - https://simbli.eboardsolutions.com/SU/7APGMyznAnJOc6A3BG3eplusA==
Ed. Code 35252-35255	Records and reports - https://simbli.eboardsolutions.com/SU/Gvgt1zwaFXXppqPaahvbCA==
Ed. Code 44031	Personnel file contents and inspection - https://simbli.eboardsolutions.com/SU/fM4Aplus8QNx9VcNqdAnloxRw==
Ed. Code 49065	Reasonable charge for transcripts - https://simbli.eboardsolutions.com/SU/IUnlWxsDB3laoduPY1woQ==
Ed. Code 49069.7	Absolute right to access - https://simbli.eboardsolutions.com/SU/EHlMASPO6oOVNZwSekvNtg==
Gov. Code 12946	Fair Employment and Housing Act: discrimination prohibited - https://simbli.eboardsolutions.com/SU/wjtLdzTqqwlov2Syc5bhMQ==
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, or stalking - https://simbli.eboardsolutions.com/SU/slshNlpluspfwcFBmAniRplusqvJFiA==
Gov. Code 7920.000-7930.170	California Public Records Act - https://simbli.eboardsolutions.com/SU/IBl6lfok6zP3Bde1F55TFg==
Pen. Code 11170	Retention of child abuse reports - https://simbli.eboardsolutions.com/SU/1KIGfiboslshYwywplusDiCkByng==

Federal References

20 USC 1232g
34 CFR 99.1-99.8

Description

Family Educational Rights and Privacy Act (FERPA) of 1974
Family Educational Rights and Privacy Act

Management Resources References

Website
Website

Description

CSBA District and County Office of Education Legal Services -
<https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsishXk6R5akQ==>
California Secretary of State -
<https://simbli.eboardsolutions.com/SU/slshUd8rOG1B6GmkfkmqmQslsh5w==>

Cross References

0440
0440
1100
1112
1113
1113

Description

District Technology Plan -
<https://simbli.eboardsolutions.com/SU/ufpqEymurplusbMcY8BDBnRZQ==>
District Technology Plan -
<https://simbli.eboardsolutions.com/SU/hioD0waOOJiByYNFpisbsQ==>
Communication With The Public -
<https://simbli.eboardsolutions.com/SU/Hywu1plusUHmPznTnAojQeislshg==>
Media Relations -
<https://simbli.eboardsolutions.com/SU/3lHEaJYmsnDktqG0qiC94Q==>
District And School Websites -
<https://simbli.eboardsolutions.com/SU/uS0gx6gDkhXV2zyG1glLaQ==>
District And School Websites -
<https://simbli.eboardsolutions.com/SU/LkplusM8wFuCJcC9T99n32Hnw==>

1113-E(1) District And School Websites - <https://simbli.eboardsolutions.com/SU/Mze3Jkh96AlHtvj627Y0Sw==>

1312.3 Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/CfApluscpxRIZplusOj2ImuhfqBA==>

1312.3 Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/NaAoUplustL0gdMDg4YyrqkSQ==>

1312.3-E PDF(1) Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/CGtJ1bS0fJ2qqnQzzY5qbQ==>

1312.3-E PDF(2) Uniform Complaint Procedures - <https://simbli.eboardsolutions.com/SU/hYsgaF9LHjeplus4tInFvHZyg==>

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==>

1340 Access To District Records - <https://simbli.eboardsolutions.com/SU/zrxplusFTeTpg8XDnadUSa6Q==>

2121 Superintendent's Contract - <https://simbli.eboardsolutions.com/SU/3jnAT52i7xoxtslshnloobqpg==>

3100 Budget - <https://simbli.eboardsolutions.com/SU/LAXsliS005BXIXyCf1Nf6A==>

3100 Budget - <https://simbli.eboardsolutions.com/SU/0Em4vjDpAKIGfnem14N1VA==>

3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/U7QTeU9Soli935xKxaXdplusQ==>

3230 Federal Grant Funds - <https://simbli.eboardsolutions.com/SU/Oh3eMwsYd7zIFD5OxF2rsg==>

3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/Nm0zHuGE2qDJhcxxXLezvQ==>

3280 Sale Or Lease Of District-Owned Real Property - <https://simbli.eboardsolutions.com/SU/PnlYLMCRQVxCjIB5CrIHYA==>

3311 Bids - <https://simbli.eboardsolutions.com/SU/J4XkQpluspDuFoUxMKd4ZKyMA==>

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3440 Inventories - <https://simbli.eboardsolutions.com/SU/YRZDYmkvUdkn5RLDGWseplusg==>

3452 Student Activity Funds - <https://simbli.eboardsolutions.com/SU/9SBtlfFyggkHplusjAgcmQciw==>

3460 Financial Reports And Accountability - <https://simbli.eboardsolutions.com/SU/4neViCDuqe27oe7UPwxLTg==>

3460 Financial Reports And Accountability - <https://simbli.eboardsolutions.com/SU/yJoscjbOD4FYFm2xCUcqSA==>

3514 Environmental Safety - <https://simbli.eboardsolutions.com/SU/shIp06OGQEIJcPeXKe3plusaA==>

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3514.2 Integrated Pest Management - <https://simbli.eboardsolutions.com/SU/W2Yj24ilN4UhsIshQ1VklYZmQ==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/mcplusE3P1slshWJP3X4M0Vv8YEQ==>

3516 Emergencies And Disaster Preparedness Plan - <https://simbli.eboardsolutions.com/SU/7vAQoplusfBulhn5iEYU5slshVGA==>

3516.5 Emergency Schedules - <https://simbli.eboardsolutions.com/SU/plusFpbrKLFOWD9KslshU3yRTj7Q==>

3523 Electronic Signatures - <https://simbli.eboardsolutions.com/SU/PObMsVgf7DazCBq9Nk63Rw==>

3523 Electronic Signatures -
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3542 School Bus Drivers -
<https://simbli.eboardsolutions.com/SU/pB8s84vUvkJTSxuiKxjn5w==>

3543 Transportation Safety And Emergencies -
<https://simbli.eboardsolutions.com/SU/G0SdrQYYbF4ujpluscgWBC0IQ==>

3550 Food Service/Child Nutrition Program -
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3550 Food Service/Child Nutrition Program -
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3551 Food Service Operations/Cafeteria Fund -
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3551 Food Service Operations/Cafeteria Fund -
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3552 Summer Meal Program -
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<https://simbli.eboardsolutions.com/SU/jsgRehY5eXxXQ3OL7cQYrQ==>

4030 Nondiscrimination In Employment -
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4030 Nondiscrimination In Employment -
<https://simbli.eboardsolutions.com/SU/1hR1nwwQdqhZCpluskI91M7LA==>

4040 Employee Use Of Technology -
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4040-E PDF(1) Employee Use Of Technology -
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4111.2 Legal Status Requirement -
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4112.2 Certification -
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4112.42 Drug And Alcohol Testing For School Bus Drivers -
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4112.5 Criminal Record Check -
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4112.5-E(1) Criminal Record Check -
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4112.6 Personnel Files -
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4112.9 Employee Notifications -
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4113 Assignment -
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4119.12 Title IX Sexual Harassment Complaint Procedures -
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4119.12-E(1) Title IX Sexual Harassment Complaint Procedures -
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4119.21 Professional Standards -
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4119.21-E(1) Professional Standards -
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4119.42 Exposure Control Plan For Bloodborne Pathogens -
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4211.2 Legal Status Requirement -
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4212.9 Employee Notifications -
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4219.12 Title IX Sexual Harassment Complaint Procedures -
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4319.21 Professional Standards -
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4319.21-E PDF(1) Professional Standards -
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4319.42 Exposure Control Plan For Bloodborne Pathogens -
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4331 Staff Development -
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4331 Staff Development -
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4351 Employee Compensation -
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5111.1 District Residency -
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5111.1 District Residency -
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5113.2 Work Permits -
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5113.2 Work Permits -
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5125 Student Records -
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5125 Student Records -
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5125.1 Release Of Directory Information -
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5125.1 Release Of Directory Information -
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5125.1-E PDF(1) Release Of Directory Information -
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5141 Health Care And Emergencies -
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5141 Health Care And Emergencies -
<https://simbli.eboardsolutions.com/SU/EyWdU9HUGyejrQYEplTGrg==>

5143 Insurance -
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5143 Insurance -
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5145.3 Nondiscrimination/Harassment -
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5145.3 Nondiscrimination/Harassment -
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5145.6 Parent/Guardian Notifications -
<https://simbli.eboardsolutions.com/SU/QplusplussK81plusdOOeH8KAbE4Yqw==>

5145.6-E(1) Parent/Guardian Notifications -
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5145.7 Sexual Harassment -
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<https://simbli.eboardsolutions.com/SU/bVa5mPNAi4zf7b1zOFIT1Q==>

5145.71 Title IX Sexual Harassment Complaint Procedures -
<https://simbli.eboardsolutions.com/SU/5GsQT7RCvewITUURUbHEVg==>

5148 Child Care And Development -
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5148 Child Care And Development -
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5148.3 Preschool/Early Childhood Education -
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6145.2 Athletic Competition -
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6158 Independent Study -
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6159.2 Nonpublic, Nonsectarian School And Agency Services For Special Education -
<https://simbli.eboardsolutions.com/SU/Ol956zlyPdQEs8NVNyBZaQ==>

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6171 Title I Programs -
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7214 General Obligation Bonds -
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7214 General Obligation Bonds -
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- 9011 Disclosure Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/RXe8Xj7wrVHXZFRVqhX3OA==>
- 9012 Board Member Electronic Communications -
<https://simbli.eboardsolutions.com/SU/hytEYovBqsqMp5UzUoFqvQ==>
- 9324 Minutes And Recordings -
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