

AR 3580 District Records

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16022)

On an ongoing basis, the superintendent or designee(s) shall review records from prior years and shall classify them as Class 1--Permanent, Class 2--Optional or Class 3--Disposable Records.

Records of a continuing nature (defined as active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until usefulness has ceased. An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. A student cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1--Permanent Records (5 CCR 16023)

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed, electronic or photographed copy, in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budgets.
 - b. Formal reports of all funds, including cafeteria and student activity funds.
 - c. Audits of all funds.
 - d. Average daily attendance, including Period 1 and Period 2 reports.
 - e. Other major annual reports including:
 - i. Those including information relating to property, activities and financial conditions or transactions.
 - ii. Those declared by the Governing Board minutes to be permanent.
2. Official Actions
 - a. Minutes of the Board or Board designated committee meetings, including the text of rules, regulations, policies or resolutions.
 - b. The call for and the result of any elections called, conducted or canvassed by the Board.
 - c. Records transmitted by another agency pertaining to its action with respect to district reorganization.

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3. Personnel Records

All detailed records relating to employment, including interview records and notes, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick-leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll for each employee containing the same data may be classified as Class 1--Permanent, and the detailed records may then be classified as Class 3--Disposable.

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1--Permanent only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages has been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired.

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1--Permanent. The detailed records may then be classified as Class 3--Disposable if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of the previous owner, a legal description, the amount paid and comparable data if the unit is disposed of.

Class 2--Optional Records (5 CCR 16024)

Any record considered worth keeping, but which is not a Class 1 record, may be classified as a Class 2--Optional and shall be retained until it is reclassified as Class 3--Disposable. If by agreement of the Board and superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) pending further review and classification within one year. (5 CCR 16024)

Class 3--Disposable Records (5 CCR 16025, 16026, 16027)

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable). (5 CCR 16026, 16027)

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Electronically Stored Information

All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.

1. Originators and recipients of electronically stored information are responsible for identifying and saving documents that must be retained in order to comply with Federal, state, or local laws, district policies or directives, or for other reasons.
2. The district will retain electronic mail and attachments in individual accounts as follows:
 - a. Calendar-3 years
 - b. Contacts-Indefinite
 - c. Inbox-1 year
 - d. Deleted-3 months (90 days)
 - e. Sent-3 months (90 days)
 - f. Tasks-3 years
 - g. All other folders not associated with items a.-f., indefinite (at least one year). With the exception of items listed in Number 1 of this section, e-mail and attachments may be deleted by the retainer at any time after the one year period when there is no longer a need to retain the e-mail and attachment.
3. The district will retain electronic mail and attachments on the back-up email server according to policy and regulations pertaining to Class 3 Disposable Records as listed above. This server will be used for any litigation hold or public records requests for email content.
4. All electronic mail and attachments remaining on central IS e-mail servers longer than the indicated length of retention listed in Number 2 of this section will be automatically and permanently deleted from all servers and associated recordings of backups.
5. Individuals have the responsibility for saving copies of e-mail and attachments recognized to be district records before the 90 day period expires by transferring them to other electronic environments and media or by copying them on paper.
6. Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

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