

## SCHOOL BOARD RECORDS

Date: May 8, 2007

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All official records of the Board shall be kept and safeguarded by the Superintendent who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

The official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any citizen desiring to examine them during office hours.

Records Retention Program

A record management program as provided for in the Georgia Records Act of 1972, as amended, shall be established and implemented. A records management officer shall be appointed to direct and coordinate the implementation of this act. An inventory of all records shall be made, a record retention schedule shall be developed and procedures for storage shall be established. **Electronic storage may be utilized in accordance with the Georgia Department of Archives and History.**

Records Access Process

The superintendent shall develop a process whereby records subject to Georgia's Open Records Act are made available upon written request in accordance with the Act and at the time provided by the Act.

Destruction of Records

Destruction of public records shall be enforced according to the established procedures in the Columbia County Board of Education Records Management Plan under the guidance of the Common Records Retention Schedules for School Systems prepared and approved by the Office of the Secretary of State, Department of Archives and History.

**PROCEDURE: NO**

**ADOPTED: 1/01/76**

**REVISED: 2/14/89, 10/1/97, 8/10/99**