

**BOARD POLICY**

**Descriptive Code: GBU (2)**

**"CB(2)" PORTION OF POLICY DELETED 8/26/08**

**Confidential Records**

**Date: August 26, 2008**

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It is the professional duty of each school system employee to protect confidential records related to the health, safety, and general welfare of students, their families, and staff. In the fulfillment of this duty and in keeping with the Professional Standards Commission Georgia Code of Ethics for Educators Standard 7: Confidential Information, the Board of Education has a responsibility to the citizens to safeguard the confidentiality and integrity of the information that it collects and maintains. It is the intent of the Board to ensure the privacy of information and to demonstrate data protection efforts. It is the responsibility of all employees to protect against the unauthorized disclosure, access, dissemination, or alteration of confidential information.

Therefore, any records designated confidential by law shall be so treated by system employees in the maintenance, storage, and destruction of such confidential records. These records shall be destroyed in a manner that they cannot be read, interpreted, or reconstructed.

Electronic records are official records in the same manner and to the same extent as other records. The Uniform Electronic Transaction Act explicitly recognizes electronic records including electronic signatures and electronic contracts.

Failure to comply with this policy and the related procedure will result in disciplinary action up to and including immediate termination.

**Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5**

**PROCEDURE: YES**

**Adopted: November 14, 2006**

**REVISED:**

**Columbia County Board of Education**