

## CN RECORDS

CN

The board delegates to the superintendent the authority to establish and maintain a system of administrative records to serve the needs of the district.

### Types

Central Office Records. Records maintained by the superintendent should include, but not be limited to, the following: financial, employee, personnel, property (both real and personal) owned by the district.

Building Records. Records maintained by the building principals should include, but not be limited to, the following: activity funds and student personnel (cumulative, confidential and attendance). (Cf. JR et seq.)

### Public Use

Records required by law, except personnel and student records, will be open to inspection by persons during the normal office hours of any school building or the central office. (Cf. JR et seq.)

### Disposition

All central office records will be kept for the minimum length of time required by law.

**APPROVED: August 6, 1973**

**REVIEWED: March 13, 2000**

**REVIEWED AND APPROVED: December 12, 2011**

## CN-R RECORDS

CN-R

The superintendent is designated as the official custodian of all central office records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. The superintendent shall develop guidelines for the compilation and use of all records. Such guidelines will be given to each employee of the district having responsibility for the maintenance of such records. These guidelines are to be incorporated in the rules.

Employees of the district will be cautioned not to insert in any student's record any alleged fact based on hearsay, rumor or innuendo. School employees will record only observed behavior and will not record conclusions or generalizations based upon such behavior.

Public Use

Inspection of public records by the general public will be allowed during regular office hours. The expense of copying a public record shall be borne by the individual requesting the copy. Under no circumstances are documents allowed out of their usual office location in order to be copied unless a copying machine is not available in that office.

Disposition

Each administrator or the superintendent or designated representative is held responsible for the destruction of records under his/her jurisdiction according to law.

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