

Business and Noninstructional Operations

DISTRICT 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 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent/designee shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such 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 An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from District ownership.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's cumulative record is a continuing record until the student ceases to be enrolled in the District.

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)

1. Class 1 - Permanent Record

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 in accordance with Title 5 of the California Code or Regulations, Section 16022:

- a. Annual Reports, including: Official budget; financial reports of all funds, including cafeteria and student body funds; audit of all funds; average daily attendance, including Period 1 and Period 2 reports; other major annual reports, including those containing information relating to property, activities, financial condition or transactions, and those declared by Governing Board minutes to be permanent.

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(cf. 3100 - Budget)
(cf. 3452 - Student Activity Funds)
(cf. 3460 - Financial Reports and Accountability)

b. Official Actions

- (1) Minutes of Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only.
- (2) The call for and the result of any elections called, conducted, or canvassed by the Board.
- (3) Records transmitted by another agency pertaining to its action with respect to District reorganization.

(cf. 7214 - General Obligation Bonds)
(cf. 9324 - Minutes and Recordings)

c. Personnel Records

(1) Employees

Class 1 (Permanent) records include all detailed records relating to employment, 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 record 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.

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(2) Students

The records of enrollment and scholarship for each student required by Title 5 of the California Code of Regulations, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. 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 run.

d. 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 previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

2. Class 2 - Optional Records

Any record considered worth keeping, but which is not a Class 1 Record, may be classified as 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) until they are classified as required by Title 5 of the California Code of Regulations, Section 16022. Such classification must occur within one year.

3. Class 3 - Disposable Records

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

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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 Title 5 of the California Code of Regulations, Section 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.

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 a Class 3 (Disposable) record. (5 CCR 16026, 16027)

Electronically Stored Information

All District-related electronically stored information generated or received by a District employee shall be saved to an electronic file on the District's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed. However, once the District reasonably anticipates litigation, it will suspend destruction of related electronically stored information and put a "litigation hold" on that information.

However, any District-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to District business or generated in the course of an employee's official duty.

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Employees shall be required to regularly purge their email accounts and District-issued computers, cell phones, and other communication devices of personal or personal electronically stored information unrelated to District business. The Superintendent/designee may check for appropriate use of any District-owned equipment at any time.

Regulation
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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California