

Business and Noninstructional Operations

**DISTRICT RECORDS**

The Board of Education recognizes the importance of securing and retaining District documents. The Superintendent/designee shall ensure that District records are developed, maintained, and disposed of in accordance with law, Board Policy, and Administrative Regulation.

*(cf. 1340 - Access to District Records)*

*(cf. 3440 - Inventories)*

The Superintendent/designee shall consult with District legal counsel, site administrators, District information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of District documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to “litigation hold” discovery requests, and the recovery of records in the event of a disaster or emergency.

*(cf. 1340 - Access to District Records)*

*(cf. 3516 – Emergencies and Disaster Preparedness Plan)*

*(cf. 5125 - Student Records)*

The Superintendent/designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

*(cf. 5125 – Student Records)*

In the event of any known or reasonably suspected breach of the security of District records containing confidential personal information including, but not limited to, a social security number, driver’s license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account, the Superintendent/designee shall immediately notify local law enforcement agencies and any affected persons. Notification of affected individuals may be delayed if a law enforcement agency determines that the notification would impede a criminal investigation.

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**DISTRICT RECORDS** (continued)

The Superintendent/designee shall ensure that employees receive information about the District's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

**SAFE AT HOME PROGRAM**

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish District residency requirements for enrollment and for school emergency purposes. The actual address will not be disseminated publicly.

*(cf. 5111.1 – District Residency)*  
*(cf. 5141 – Health Care and Emergencies)*

Legal Reference:

EDUCATION CODE  
35145 Public meetings  
35163 Official actions, minutes and journal  
35250-35255 Records and reports  
44031 Personnel file contents and inspection  
49065 Reasonable charge for transcripts  
49069 Absolute right to access  
CODE OF CIVIL PROCEDURE  
1985.8 Electronic Discovery Act  
2031.010-2031.060 Civil Discovery Act, scope of discovery demand  
2031.210-2031.320 Civil Discovery Act, response to inspection demand  
GOVERNMENT CODE  
6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking  
6252-6265 Inspection of public records  
12946 Retention of employment applications and records for two years  
PENAL CODE  
11170 Retention of child abuse reports  
CODE OF REGULATIONS, TITLE 5  
430 Individual student records; definition  
432 Varieties of student records

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**DISTRICT RECORDS** (continued)

16020-16022 Records, general provisions  
16023-16027 Retention of records  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.8 Family Educational Rights and Privacy Act

**Management Resources:**

WEB SITES

California Secretary of State: <http://www.sos.ca.gov/safeathome>

Policy

Adopted: 11/13/90

Revised: 05/04/16

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California