

Related Entries: (Not identified at this time)

Retention of Records, Reports and Correspondence

The following procedures shall be followed for keeping records, reports and correspondence:

- (1) All employees of the School District shall faithfully and accurately keep such records and make such reports as are required by law, State Board of Education Rules, policies of the School Board or as the Superintendent may deem necessary for the effective administration of the school system. Such records shall include student attendance, property inventory, school funds and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be made by the designated time. The Superintendent shall withhold any warrant until the required report is submitted in an acceptable form.
- (2) It shall be the responsibility of the administrator supervising the person initiating correspondence and records to ensure that the records are dated and a file copy maintained the records and correspondence and any attachments. All correspondence or records relating to any facet of the District, staff or students not otherwise stored in a reliable indexed electronic form shall not be destroyed without prior approval of the Superintendent. Such correspondence or records include correspondence and records sent or received pertaining to the following:
 - (a) Students
 - (b) School Board employees
 - (c) Facilities, equipment, supplies, and materials for which funds were expended
- (3) Records, reports and correspondence not otherwise stored in a reliable indexed electronic form shall be stored in archive boxes in such a manner so that the boxes are clearly marked by fiscal year (July 1-June 30). Written approval to dispose of records shall be obtained from the Financial Accounting, Property Inventory and Records Management Department prior to the disposal of such records.

STATUTORY AUTHORITY: 1001.42, 1001.43, F.S.; 1B-26.003, F.A.C.

Adopted: 1/6/09