

Board Policy CN: Administrative Records

Status: DRAFT

Original Adopted Date: 09/11/2000 | **Last Revised Date:** 09/11/2000 | **Last Reviewed Date:**
09/16/2025

CLEAN VERSION

To ensure proper maintenance of and access to DeKalb County School District records in accordance with the district's record retention schedule, the Georgia Records Act, state and federal law.

A records management system will be established and maintained to control all records created by the DeKalb County School District in accordance with Georgia's Record Retention Schedule. Staff will receive annual training on the record retention process.

The Superintendent or designee will develop administrative procedures and guidelines to support requests for public records and a records management system.

DRAFT