



**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

**REDLINE VERSION**

**RECORDS MANAGEMENT PROGRAM**

MISSION To ensure ~~that all records are managed properly and effectively according to 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.~~

~~The DeKalb County School System shall establish and administer a comprehensive records management program based on legal, fiscal, administrative, and historical requirements in accordance with the Georgia Records Act. This program shall provide for proper and effective.~~

A records management of system will be established and maintained to control all records created or received by all divisions, departments, schools, and units of the school system. ~~DeKalb County School District in accordance with Georgia's Record Retention Schedule. Staff will receive annual training on the record retention process.~~

The Superintendent ~~shall appoint a records management coordinator to plan, coordinate, implement, and manage those activities and procedures which are necessary for compliance with all appropriate state and/or federal legislation and for professional excellence of the program.~~

The Superintendent shall or designee will develop administrative procedures and guidelines appropriate to a comprehensive and effective to support requests for public records and a records management program. ~~system.~~

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