



Board Policy CN: Administrative Records

Status: ADOPTED

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

RECORDS MANAGEMENT PROGRAM

MISSION: To ensure that all records are managed properly and effectively according to the Georgia Records Act.

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 management of records created or received by all divisions, departments, schools, and units of the school system.

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 develop administrative procedures and guidelines appropriate to a comprehensive and effective records management program.
