



Board Policy CN: Administrative Records

Status: DRAFT - 2nd Reading

Original Adopted Date: 09/11/2000 | Last Reviewed Date: 03/19/2026

RED LINED VERSION

RECORDS MANAGEMENT PROGRAM

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

The All DeKalb County School System shall establish and administer a comprehensive records management program based on legal, fiscal, administrative, and historical requirements. District records will be open for personal inspection in accordance with the Georgia Open Records Act. This program shall provide for proper and federal law, effective management of records created or received by all divisions, departments, schools, and units of the school system.

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. 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.

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