

Board Policy CN: Administrative Records

Status: DRAFT -
2nd Reading

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

CLEAN VERSION

RECORDS MANAGEMENT PROGRAM

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.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Note: To access the policy references, **CLICK HERE:** [State of Georgia Terms and Conditions](#) and close the LexisNexis tab, which will return you to the policy. Click on the links below to be taken to each specific code. **You should only have to do this one time per session.**

State	Description
O.C.G.A. 10-12-0012	Retention of electronic records
O.C.G.A. 20-02-0167.1	Public meetings on proposed annual budget; notice; electronic copies; exceptions for certain nonprofits
O.C.G.A. 20-02-2041	"Multiracial" classification required on forms
O.C.G.A. 24-12-0021	Disclosure of AIDS confidential information
O.C.G.A. 50-18-0070	Legislative intent; definitions

O.C.G.A. 50-18-0071	<u>Right of access; timing; fees; denial of requests; impact of electronic records</u>
O.C.G.A. 50-18-0072	<u>When public disclosure not required</u>
O.C.G.A. 50-18-0073	<u>Jurisdiction to enforce article; attorney's fees and litigation expenses; good faith reliance</u>
O.C.G.A. 50-18-0074	<u>Penalty for violations of Open Records Act; prosecution proceedings</u>
O.C.G.A. 50-18-0099	<u>Records management programs for local governments</u>
Rule 160-1-3-.05	<u>Assessment of Costs</u>