

Board Policy CN: Administrative Records

Status: DRAFT -
1st Reading

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

CLEAN VERSION

The purpose of this policy is to ensure the proper maintenance, preservation, retention, lawful disposition, security, and access to DeKalb County School District records in accordance with the Georgia Open Records Act, the District's approved records retention schedule, and applicable state and federal law.

The Superintendent will designate a District Records Officer or responsible office to coordinate a comprehensive records management program and records management plan.

District records will be managed according to approved retention schedules regardless of format, including paper records, electronic records, email, and other digital communications.

Employees with responsibility for creating, maintaining, retrieving, disclosing, or disposing of records will receive appropriate records management and Open Records training. Records subject to a litigation hold, audit, investigation, subpoena, pending Open Records request, or other legal preservation obligations will not be destroyed until released by the Office of Legal Affairs or other authorized official.

The superintendent or designee will develop administrative regulations and procedures consistent with this policy.