

Board Policy CN: Administrative Records

Status: DRAFT - 2nd Reading

Original Adopted Date: 09/11/2000 | **Last Reviewed Date:** 06/05/2026

RED LINED VERSION

RECORDS MANAGEMENT PROGRAM

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

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 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 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 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. 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 or designee will develop administrative regulations and procedures consistent with this policy. The Superintendent shall develop administrative procedures and guidelines appropriate to a comprehensive and effective records management program.
