

District Records

01 The Governing Board recognizes the importance of securing and retaining
02 District documents. The Superintendent or designee shall ensure that District
03 records are developed, maintained, and disposed of in accordance with law,
04 Board policy, and administrative regulation.
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07 (cf. 1340 - Access to District Records)
08 (cf. 3440 - Inventories)
09 (cf. 4112.6/4212.6/4312.6 - Personnel Files)
10 (cf. 5125 - Student Records)
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13 The Superintendent or designee shall consult with District legal counsel, site
14 administrators, District information technology staff, personnel department
15 staff, and others as necessary to develop a secure document management
16 system that provides for the storage, retrieval, archiving, and destruction of
17 District documents, including electronically stored information such as email.
18 This document management system shall be designed to comply with state
19 and federal laws regarding security of records, record retention and
20 destruction, response to "litigation hold" discovery requests, and the recovery
21 of records in the event of a disaster or emergency.
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25 (cf. 0440 - District Technology Plan)
26 (cf. 3516 - Emergencies and Disaster Preparedness Plan)
27 (cf. 4040 - Employee Use of Technology)
28 (cf. 9011 - Board Member Electronic Communications)
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31 The Superintendent or designee shall ensure the confidentiality of records as
32 required by law and shall establish regulations to safeguard data against
33 damage, loss, or theft.
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36 (cf. 5125.1 - Release of Directory Information)
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39 The Superintendent or designee shall ensure that employees receive
40 information about the District's document management system, including
41 retention and confidentiality requirements and an employee's obligations in the
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event of a litigation hold established on the advice of legal counsel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

If the District discovers or is notified that a breach of security of District records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

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87 When a substitute address card is provided pursuant to this program, the
88 confidential, actual address may be used only to establish District residency
89 requirements for enrollment and for school emergency purposes.
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92 (cf. 5111.1 - District Residency)
93 (cf. 5141 - Health Care and Emergencies)
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96 Legal Reference:
97 EDUCATION CODE
98 35145 Public meetings
99 35163 Official actions, minutes and journal
100 35250-35255 Records and reports
101 44031 Personnel file contents and inspection
102 49065 Reasonable charge for transcripts
103 49069 Absolute right to access
104 CIVIL CODE
105 1798.29 Breach of security involving personal information
106 CODE OF CIVIL PROCEDURE
107 1985.8 Electronic Discovery Act
108 2031.010-2031.060 Civil Discovery Act, scope of discovery demand
109 2031.210-2031.320 Civil Discovery Act, response to inspection demand
110 GOVERNMENT CODE
111 6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or
112 stalking
113 6252-6265 Inspection of public records
114 12946 Retention of employment applications and records for two years
115 PENAL CODE
116 11170 Retention of child abuse reports
117 CODE OF REGULATIONS, TITLE 5
118 430 Individual student records; definition
119 432 Varieties of student records
120 16020-16022 Records, general provisions
121 16023-16027 Retention of records
122 UNITED STATES CODE, TITLE 20
123 1232g Family Educational Rights and Privacy Act
124 CODE OF FEDERAL REGULATIONS, TITLE 34
125 99.1-99.8 Family Educational Rights and Privacy Act
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127 Management Resources:
128 WEB SITES

Article 3

Business and Noninstructional Operations

BP 3580

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129 California Secretary of State: <http://www.sos.ca.gov/safeathome>

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132 CSBA: (11/09 4/13) 5/16

133 Adopted:

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