



BOARD GOVERNANCE

BOARD POLICY: Records Retention Policy BP# 08-15

The GCC Board of Directors recognizes the importance of securing and retaining important organization documents. The Superintendent or designee shall ensure that records are developed, maintained, and disposed of in accordance with law and policy.

Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal or other purposes over a period of years, shall not be classified until such usefulness has ceased. A pupil's cumulative record, if not transferred, is a continuing record until the pupil ceases to be enrolled in the LEA. Then it is classified as a Class 1 - Permanent Record.

Classification

Records must be classified into the following classifications:
(California Administrative Code –Title 5, Sections 16020-16030)

Class 1 – Permanent Records (as listed in Section 16023) – The original, or one exact copy, photographic, microfilm or electronic, shall be retained indefinitely of:

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria & student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 & Period 2 reports
 - e. Other major annual reports, including:
 1. Those containing information relating to property, activities, financial condition or transactions.
 2. Those declared by the GCC Board minutes to be permanent.
2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulation, policies or resolutions included by reference only.
3. Personnel Records
 - a. Employees – All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.
 - b. Students – The records of enrollment and scholarship for each student required by 5 CCR 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (permanent) one year after the claim has been settled or the statute of limitations has run.

4. Property Records – all detailed records relating to land, buildings, and equipment Education Code Section 35254 states the “The governing board may make photographic, microfilm or electronic copies of any records of the LEA. The original of any records of which a photographic, microfilm or electronic copy has been made may be destroyed when provision is made for permanently maintaining the photographic, microfilm or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the third (3rd) July 1 succeeding the completion of the audit.”

Class 2 – Optional Records – Records not required by law to be retained permanently, but deemed worthy of temporary preservation. Class 2 records shall be retained until reclassified as Class 1 (permanent) or Class 3 (disposable). Class 2 records should be checked annually for retention dates & to determine if the records should be reclassified. For example if contracts are recommended to be retained for 5 years; they would be classified as Class 2 and reviewed for reclassification after 5 years.

Class 3 – Disposable Records – All records not classified as Class 1 or Class 2 shall be classified as Class 3. These include but are not limited to: periodic reports, including daily, weekly, and monthly reports, bulletins and instructions; detailed records basic to audit including those relating to attendance; business or financial transactions, or detailed records used in preparing another report. A Class 3 Disposal Record shall not be destroyed until after the third (3rd) July 1 succeeding the completion of the audit required by Education Code Section 41020 or of any other legally required audit. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 – Disposable.

In summary, Class 1 Permanent Records are never destroyed unless microfilmed, photographically or electronically preserved. Class 2 Records are records deemed to be “worthy of temporary preservation” and are kept and reviewed annually to determine when the records should be classified as either Class 1 or Class 3. Class 3 Records are deemed to be “disposable” and are disposable after the third (3rd) July 1 succeeding completion of the audit. For a quick reference to the classification and retention period of specific documents, please refer to the Records Retention Manual from the California Association of School Business Officials.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.