

Policy
Administrative Records

Descriptor Code: CN

The school system shall establish and maintain a comprehensive records management program based on applicable legal, fiscal, administrative, and historical requirements, in accordance with the Georgia Records Act (O.C.G.A. 50-18-99). The program shall provide for the proper and effective management of records created or received by all departments and schools of the school system.

The Superintendent and/or a designated records management coordinator shall plan, coordinate, implement and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Such procedures shall be followed on a consistent basis throughout the school system and shall provide for accurate and effective production of records and/or the prevention of routine destruction of records related to a legal claim that may be made against the school district.

Carrollton City Schools

Date Adopted: 7/1/1998
Last Revised: 2/10/2015