

5.11

CARE OF DISTRICT RECORDS

ADOPT: APRIL 8, 1985

REVISED: DECEMBER 8, 1992

REVISED: MAY 8, 2001

REVIEWED: MARCH 11, 2008

CCR TITLE 5:16020 - 16022

GOVERNMENT CODE: 6250- 6270

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The Board expects that District records will be developed, maintained and disposed of according to the requirements of law.

To this purpose, the Superintendent/President shall develop and implement appropriate procedures so that personnel of the District will know which documents are records and which are not; which records are permanent, optional, or disposable; and how each type is to be maintained or destroyed. The Superintendent/President shall make certain that the confidentiality of each kind of record as permitted or required by law is fully protected.