

**DISTRICT RECORDS**

School district records shall be developed, maintained and disposed of according to the requirements of law and the regulations of the State Department of Education.

The Superintendent or designee shall establish regulations that define records which are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

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

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 for victims of domestic violence. See also AR 5111.1 – District Residency.\*\*\*

**LEGAL REFERENCE**

**CALIFORNIA EDUCATION CODE**

35145	Public meetings
35163	Official actions, minutes and journal
35250-35255	Records and reports
44031	Personnel file contents and inspection
49065	Reasonable charge for transcripts

**CODE OF REGULATIONS, TITLE 5**

432	Varieties of pupil records
16020-16022	Records-general provisions
16023-16027	Retention of records

**GOVERNMENT CODE**

6205-6211.1	Confidentiality of addresses for victims of domestic violence
6252-6265	Inspection of public records
12946	Retention of employment applications and records for two years

**MANAGEMENT RESOURCES:**

Secretary of State  
 Letter re: California Confidential Address Program Implementation (SD 489),  
 AUGUST 27, 1999

**WEBSITES**

California Secretary of State: <http://www.ss.ca.gov>