

San Dieguito Union High School District

District Records

BP 3580

Business and Noninstructional Operations

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

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.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

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.

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.

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.

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

State References

5 CCR 16020-16022
5 CCR 16023-16027

Description

Records, general provisions
District records, retention and destruction

5 CCR 430

5 CCR 432

CCP.

CCP. 2031.010-2031.060

CCP. 2031.210-2031.320

Civ. Code

Ed. Code 35145

Ed. Code 35163

Ed. Code 35250-35255

Ed. Code 44031

Ed. Code 49065

Ed. Code 49069

Gov. Code 12946

Gov. Code 6205-6210

Gov. Code 6252-6265

Pen. Code 11170

Federal References

20USC 1232g

34CFR 99.1-99.8

Management Resources References

Website

Board Readopted: April 20, 2022

Individual student records; definition

Student records

Electronic Discovery Act -

<https://simbli.eboardsolutions.com/SU/18uDMWbz9B5rpSjiGu7hRw>

Civil Discovery Act, scope of discovery demand -

<https://simbli.eboardsolutions.com/SU/xINv4klxKcElgqoCHUuHNA>

Civil Discovery Act, response to inspection demand -

<https://simbli.eboardsolutions.com/SU/8tslshb1gQRCitVej3i91pUsw>

District records, specifically - breach of security -

<https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w>

Public meetings

Official actions, minutes and journal

Records and reports

Personnel file contents and inspection

Reasonable charge for transcripts

Absolute right to access

Fair employment and Housing Act: discrimination prohibited

Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

Inspection of public records

Retention of child abuse reports

Description

Family Educational Rights and Privacy Act (FERPA) of 1974

Family Educational Rights and Privacy Act

Description

California Secretary of State -

<https://simbli.eboardsolutions.com/SU/slshUd8r0G1B6GmkfkmqmQslsh5w>