

## RECORDS MANAGEMENT

CPC (R)

### CAMPUS/DEPARTMENT RESPONSIBILITIES

The campus principal/department supervisors are the custodians of the records while at their locations, and are responsible for the records "safekeeping" until picked up for district storage.

### TRAINING

The campus principal/department supervisors shall appoint at least one person from their campus/department to be responsible for familiarity with state requirements for records control.

### ANNUAL RETRIEVAL

District records will be stored annually. All records should be placed in a uniform records storage box and clearly labeled as to the record type, year, and date of destruction.

### DESTRUCTION OF RECORDS

The only person in the district legally authorized to destroy or "approve to destroy records" is the district's records manager. The one exception to destruction of records pertains to duplicates or copies of an original record and the original record is required to be retained at another department. Duplicates and copies should only be kept while "Administratively Valuable" (AV) to the campus/department. These duplicates/copies will not be retrieved by the district's records manager and must be destroyed at the campus/department by shredding.