

**DISTRICT RECORDS**

**Classification of Records**

*Records* means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

*(cf. 1340 – Access to District Records)*

Before January 1, the Superintendent or designee shall review the prior year’s records and shall classify them as either Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

*Records of continuing nature* (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

*(cf. 3440 - Inventories)*

A student’s cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

*(cf. 5125 – Student Records)*

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1<sup>st</sup> succeeding the completion of the audit. (Education Code 35254)

**Class 1 – Permanent Records**

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5CCR 16023)

1. Annual Reports
  - a. Official Budget
  - b. Financial reports of all funds, including cafeteria and student body funds

**DISTRICT RECORDS** (continued)

- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
  - (1) Those containing information relating to property, activities, financial condition, or transactions
  - (2) Those declared by Board of Education minutes to be permanent

*(cf. 3100 - Budget)*

*(cf. 3452 – Student Activity Funds)*

*(cf. 3460 – Financial reports and Accountability)*

*(cf. 3551 – Food Service Operations/Cafeteria Fund)*

2. Official Actions

- a. Minutes of the Board of Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

*(cf. 7214 – General Obligation Bonds)*

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

**DISTRICT RECORDS** (continued)

*(cf. 4112.5/4212.5/4312.5 – Criminal Record Check)*

*(cf. 4112.6/42126/4312.5 – Personnel Files)*

## 4. Student Records

The records of enrollment and scholarship for each student by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

*(cf. 5111.1 – District Residency)*

*(cf. 5141 – Health Care and Emergencies)*

*(cf. 5143 – Insurance)*

## 5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

*(cf. 3280 – Sale or Lease of District-Owned Real Property)*

**Class 2 – Optional Records**

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as a Class 2 (Optional) record and shall be retained until it is reclassified as a Class 3 (Disposable) record. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

**Class 3 – Disposable Records**

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial

**DISTRICT RECORDS** (continued)

transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed

from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

*(cf. 5113.2 – Work Permits)*

**Electronically Stored Information**

All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least two years, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed.

However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.

District-related electronically stored information includes, but is not limited to, any email, word processing document, or spreadsheet related to district business or generated in the course of an employee's official duty. District electronically stored information shall not include communications of a non-substantial and/or personal nature.

Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.

*(cf. 4040 – Employee Use of Technology)*

Any employee to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on effectively using the device.

*(cf. 4131, 4231, 4331 – Staff Development)*

**DISTRICT RECORDS** (continued)**Record Retention and Access to Records for Federal Grants**

The district maintains all records that fully show:

1. The amount of funds under the grant or subgrant.
2. How the subgrantee uses those funds.
3. The total cost of each project.
4. The share of the total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements

*(cf. 34 CFR §§ 76.730-.731 and §§ 75.730-.731)*

The district provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of the district which are pertinent to the federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.

*(cf. 2 CFR § 200.336, Access to Records)*

**Additional Federal Grant References**

*34 CFR § 75.732, Records Related to Performance*

*34 CFR § 81.31, Measure of Recovery*

*2 CFR § 200.333, Retention Requirements for Records*

*2 CFR § 200.335, Methods for Collection, Transmission and Storage of Information*

*5 CCR § 16022, Classification of Records*

*5 CCR § 16026, Retention Period*

*The district complies with federal and State standards for record retention. The State's Record Retention Standards are specified in Education Code § 35254.*

*BP/AR 3100, Budget*

*BP 3452, Administration of Student Body Funds*

*BP/AR 3460, Financial Reports and Accountability*

*BP/AR 3551, Food Service Operations/Cafeteria Funds*

*AP 7039, Staff Use of District Data Communications Networks and the Internet*

*AP 7100, Employee Personnel Files*

Regulation

approved: July 25, 2017

Effective: March 1, 2018

Revised: October 25, 2018; December 7, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California