

District Policy

Book:	District Policy
Section:	C - Administration
Title:	Administrative Records
Number:	CN
Status:	Active
Legal:	O.C.G.A. 50-18-94, 50-18-99
Adopted:	07/01/1986
Last Revised:	08/12/2005
Last Reviewed:	

Policy Detail

The Fulton County Board of Education adopts the provisions of the Georgia Records Act (O.C.G.A. §50-18-90 et seq.), and such rules and regulations established pursuant to said act as a basis for establishing a records management program.

The Board designates a records management officer to plan, coordinate, implement, and manage the activities and procedures necessary for compliance with all appropriate state and/or local legislation and for professional excellence of the Program. Said officer shall be responsible for the administration of the Records Management Program based on legal, fiscal, administrative, and historical requirements in accordance with the Georgia Records Act. This Program shall provide for proper and effective management of records created or received by all divisions, departments, schools, and units of the school system. Records to be retained shall be established by record retention schedules and promulgated by the Records Management Officer.

A centralized records center (and/or local holding area) shall be established and all records not required for day-to-day office operation shall be transferred to the records center or local holding area in accordance with the approved record retention schedule. The records management officer shall provide procedures for the transfer, storage, and retrieval of records maintained by Fulton County Schools. It shall also provide access to records only to authorized personnel and assist in the destruction/disposal of records according to the approved retention schedules and the Georgia Records Act.

Cross Reference: [CN - Administrative Records](#)