

District Policy

Book:	District Policy
Section:	E - Business Management
Title:	Record Retention and Destruction
Number:	EHB
Status:	Active
Legal:	O.C.G.A. 50-18-99, 50-18-102, 50-18-92, 50-18-95 (Ga. L. 1972, p.1267, 6; Ga. L. 1975, p. 675, 6.)
Adopted:	
Last Revised:	08/12/2005
Last Reviewed:	

Policy Detail

Fulton County Board of Education (FCBOE) adopts the uniform, state-approved retention schedules that the Secretary of State provides for local government records, both for common record categories and for specific record categories applicable to school systems. For any record series in the school system's custody not covered by the Secretary of State's retention schedules for local government records, the records management officer shall recommend schedules to the Board for adoption and shall submit them to the Secretary of State's Department of Archives and History. These schedules shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained.

Without state approval, the Board shall not adopt any retention period shorter than the corresponding period in the Secretary of State's retention schedules for local government records.

FCBOE is responsible for insuring the legal disposition of its records in accordance with instructions contained in the approved schedules and the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). The alienation, alteration, theft, or destruction of records by any person or persons in a manner not authorized by an applicable retention schedule is a misdemeanor.

Any records designated confidential by law shall be so treated by the department in the maintenance, storage, and disposition of such confidential records. These records shall be destroyed, in accordance with applicable retention schedules, in such a manner that they cannot be read, interpreted, or reconstructed. All vital records must be properly retained and historical records properly preserved according to State standards. The State Archival Depository, School Museum, or any other location designated by the records management officer will be used to store those records determined to have historical value. Duplicate records may be destroyed at any time prior to the approved retention period, but shall not be retained longer than the official record.