

District Procedure

Book: District Procedure
 Section: C - Administration
 Title: Administrative Records
 Number: CN
 Status: Active
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 Adopted:
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Policy Detail

The Fulton County Board of Education adopted the provisions of the Georgia Records Act (O.C.G.A. 50-18-99), as amended, on September 14, 1982, to maintain and protect FCBOE records in accordance with approved retention schedules. Provisions of this Act require local governmental agencies to adopt a records management plan under the responsibility of the Records Management Officer, as designated by the Board. The Records Program Manager, Information Technology Division is the designated Records Management Officer.

The records management plan is established and operated under written regulations by the Records Management Department. Records are maintained in accordance with the Georgia Records Act, as amended and as adopted by the Board. Records shall not be destroyed without an approved retention schedule and without proper authorization as provided in the retention schedule. The retention schedules apply to all records created by FCBOE, regardless of physical form. The Records Management Department shall be responsible for accepting and storing all records approved for transfer to the Records Center. The Records Management Department shall also coordinate the microfilming and imaging of records according to State standards (See also FCBOE Procedure for Electronic Records). In addition, the Records Management Department shall provide records training and support, as well as legally valid retention schedules to guide FCSS in properly retaining and maintaining the district's records.

Record Phases

All records pass through three basic phases and shall be maintained based on each phase. The three phases are:

- Active – These records are referenced frequently and immediate access is important. They shall remain in or near the originating office.
- Inactive – These records are retained for occasional reference and for legal reasons. They should be moved to the Records Center.
- Obsolete – These records are no longer required for the current operation of the originating office. Records with archival or permanent value should be retained. The remaining records should be destroyed according to the approved retention schedule and properly shredded in accordance with the law if the records contain confidential or sensitive information.

The Records Management Department shall provide reference assistance whenever a record is needed. However, legal custody of the records remains with the originating school or department. The Records Management Department shall also publish the procedures for the transfer, storage, and retrieval of records maintained by Fulton County School System.

Authorized Access to Admin Records

The Records Management Department shall provide access to administrative records only to authorized personnel. All schools and departments shall have an authorization list on file with the Records management Department. This list is used to provide authorization to individuals who need to access records in the Records Center. Without proper

authorization, access to records will be denied. Requests for modifications to the Authorization Lists shall be made via email or memo to Records Management Personnel.

Cross References: [BE - Board Records Policy](#)
[CN - Administrative Records Policy](#)

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