

SUPERINTENDENT'S REGULATION 7-1.4 (C)

RECORDS MANAGEMENT

The division superintendent and/or the designated records manager shall assume the responsibility for seeing that all records are retained in compliance with State Law, State Board of Education regulations, and state and local retention schedules and regulations as defined in applicable state schedules for Poquoson City Public Schools records management. No records shall be destroyed without the authorization of the division superintendent or designated records manager on forms prescribed by the Virginia State Library and Archives.