

# Board Policy C-7: Records Access and Management



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## REFERENCES

[C-7: Administrative Procedures, Records Access and Management](#)  
[20 U.S.C 1232g, Family Educational Rights and Privacy Act](#) (see also, [34 C.F.R. §99 et seq.](#))  
[Utah Code Ann. §63G-2-101 et seq., Government Records Access and Management Act](#)  
[Utah Division of Archives and Records Service General Retention Schedule](#)  
[Board Policy S-2: Student Records, Privacy Rights, and Release of Information](#)

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## THE POLICY

The Salt Lake City School District Board of Education recognizes the necessity for effective management of district records in order to comply with its legal and regulatory obligations and to contribute to the overall efficient operation of the district. Accordingly, the board authorizes the district to establish processes for maintaining, classifying, preserving, accessing, releasing, protecting, and destroying district records in accordance with all applicable state and federal laws.

The purpose of this policy is to ensure that all district records are responsibly managed and retained in order to meet the needs of the board, the district, and the public.

The district has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).