

Maintaining an Authoritative Electronic Copy of Board Policies and Procedures

Policy and Procedure Manual Maintenance Policy

It shall be the policy of the Lyon County Board of School Trustees that all Policies and Procedures be stored electronically on the districts computer system in a single protected location that represents the authoritative copy of all currently active policies and procedures. These procedures will be maintained in an editable format compatible with the districts word processing software currently in use. There will be a single word processing document containing a table of contents that will include at a minimum the policy identification code, date approved or modified, electronic folder location and a short description of the policy.

The goal of this policy is to create a single electronic copy that is acknowledged as the 'authoritative' or 'official' electronic copy of the Policy and Procedure Manual to be used as the source for all other copies including backup copies or public copies. It is desirable to maintain control of all edits to the policy and assure that they match those approved by the board.

Additionally, this policy is designed to limit the number of printed copies of the manual and to provide a source for the public copy provided on the districts web site.

Policy and Procedure Manual Maintenance Procedures

It will be the responsibility of the Superintendent to assure the integrity of the electronic Procedure and Policy manual.

The Policy and Procedure Manual shall be maintained by the Board Secretary as part of their normal duties or by their representative as appointed by the Superintendent.

The authoritative manual shall only contain policies and procedures that have been approved by the Lyon County Board of School Trustees.

Any proposed new or modified policy or procedure must be clearly marked as a draft before it is edited and will remain a draft until it is approved and entered into the authoritative storage location. This is to prevent unapproved policies from being confused with approved policies.

When a new policy is approved or an old policy is modified it will be added or edited into the manual. The index will be updated as needed. The final approved copy will be sent electronically or on paper to all the Lyon County Board of School Trustees members.

Any member of the Lyon County Board of School Trustees may request an electronic or paper copy of the complete manual or a single Policy or Proceed to be delivered at the following board meeting.

Policy #BFA
Adopted 11/10/09