

**San Bernardino County Superintendent of Schools
Policy 3580**

Records Retention and Destruction

San Bernardino County Superintendent of Schools records shall be developed, maintained and disposed of according to all legal requirements, federal and state agency regulations, and SBCSS policies.

The San Bernardino County Superintendent of Schools or designee shall establish appropriate regulations so that personnel will know which documents are records and which are not; which records are permanent, optional, or disposable; and how each type of record is to be maintained or destroyed.

The San Bernardino County Superintendent of Schools or designee shall ensure the confidentiality of each kind of record as permitted or required by law.

Also see Policy 1340 (Access to Records) and Policy 5125 (Student Records).

*Approved: August 24, 1993
Revised: December 3, 2002
Revised: January 14, 2025*

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	