Business and Noninstructional

DISTRICT RECORDS

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall consult with district legal counsel, site administrators, district information technology staff, personnel department staff, and others as necessary to develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of district documents, including electronically stored information such as email. This document management system shall be designed to comply with state and federal laws regarding security of records, record retention and destruction, response to "litigation hold" discovery requests, and the recovery of records in the event of a disaster or emergency.

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

The Superintendent or designee shall ensure that employees receive information about the district's document management system, including retention and confidentiality requirements and an employee's obligations in the event of a litigation hold established on the advice of legal counsel.

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code 1798.29)

Safe at Home Program

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

Business and Noninstructional

DISTRICT RECORDS

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

Legal Reference:

State	**Description**
5 CCR 16020-16022	Records; general provisions
5 CCR 16023-16027	District records; retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1798.29	District records; breach of security
Code of Civil Procedure 1985.8	Electronic Discovery Act
Code of Civil Procedure 2031.010-2031.060	Civil Discovery Act; scope of discovery demand
Code of Civil Procedure 2031.210-2031.320	Civil Discovery Act; response to inspection demand
Ed. Code 35145	Public meetings
Ed. Code 35163	Official actions, minutes and journal
Ed. Code 35252-35255	Records and reports
Ed. Code 44031	Personnel file contents and inspection
Ed. Code 49065	Reasonable charge for transcripts
Ed. Code 49069.7	Absolute right to access
Gov. Code 12946	Fair Employment and Housing Act: discrimination prohibited
Gov. Code 6205-6210	Confidentiality of addresses for victims of domestic violence, sexual assault, or stalking
Gov. Code 7920.000-7930.170	California Public Records Act
Pen. Code 11170	Retention of child abuse reports
Federal	**Description**
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
Management Resources	**Description**
Website	CSBA District and County Office of Education Legal Services
Website	California Secretary of State

WESTMINSTER SCHOOL DISTRICT
Westminster, California

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