

# District Policy Manual

## Natomas Unified School District

### **Policy 3580 District Records**

**Status: ADOPTED**

**Original Adopted Date:** 09/1988

**Last Revised Date:** 06/25/2025

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, including damage, loss, or theft which may be caused by cybersecurity breaches.

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 or California Public Records Act request established on the advice of legal counsel.

Additionally, the Superintendent or designee shall ensure that employees receive information and training about cybersecurity, including ways to protect district records from breaches to the district's digital infrastructure.

If the district discovers or is notified that a breach in the security of district records has resulted in the release of personal information, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person, if that information was either unencrypted or encrypted under the circumstances specified in Civil Code 1798.29. "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)

If the district experiences a cyberattack that impacts more than 500 students or personnel, the Superintendent or designee shall report the cyberattack to the California Cybersecurity Integration Center. (Education Code 35266)

### **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)

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.

Records containing a participant's confidential address information shall be kept in a confidential location and not shared with the public.

09/1988  
10/1996  
06/11/1997  
11/1999  
03/08/2000  
03/2001  
11/2006  
05/09/2007  
03/2010  
11/16/2016  
06/25/2025

**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **State**

5 CCR 16020-16022  
5 CCR 16023-16027  
5 CCR 430-438  
Civ. Code 1798.29  
Code of Civil Procedure 1985.8  
Code of Civil Procedure 2031.010-2031.060  
Code of Civil Procedure 2031.210-2031.320  
Ed. Code 35145  
Ed. Code 35163

#### **Description**

Records; general provisions  
District records; retention and destruction  
Individual student records  
District records; breach of security  
Electronic Discovery Act  
Civil Discovery Act; scope of discovery demand  
Civil Discovery Act; response to inspection demand  
Public meetings  
Official actions, minutes and journal

Ed. Code 35252-35255  
Ed. Code 35266  
Ed. Code 44031  
Ed. Code 49065  
Ed. Code 49069.7  
Gov. Code 11549.3  
Gov. Code 12946  
Gov. Code 6205-6210

Gov. Code 6215-6216

Gov. Code 7920.000-7930.215  
Gov. Code 8586.5  
Pen. Code 11170

**Federal**

20 USC 1232g  
34 CFR 99.1-99.8

**Management Resources**

California Secretary of State Publication  
State Ed. Tech. Directors Assoc. Pub.

Website  
Website

Website

Website  
Website  
Website

**Cross References**

**Code**

0440  
1100  
1112  
1113  
1312.3  
1340  
2121  
3100  
3230  
3280  
3311  
3440  
3452  
3460  
3514  
3514.2  
3516  
3516.5  
3523  
3542  
3543  
3550  
3551  
3552  
4030  
4040  
4112.2  
4112.42  
4112.5  
4112.6  
4112.9  
4113  
4113.5

Records and reports  
Cybersecurity  
Personnel file contents and inspection  
Reasonable charge for transcripts  
Absolute right to access  
Office of Information Security  
Fair Employment and Housing Act: discrimination prohibited  
Confidentiality of addresses for victims of domestic violence, sexual assault, stalking, human trafficking, child abduction, and elder or dependent adult abuse  
Address confidentiality; reproductive health care providers, employees, volunteers, patients, and other individuals who face threats or violence  
California Public Records Act  
Office of Emergency Services; California Cybersecurity Information Center  
Retention of child abuse reports

**Description**

Family Educational Rights and Privacy Act (FERPA) of 1974  
Family Educational Rights and Privacy Act

**Description**

Records Management Handbook  
Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced School Districts, October 2023  
Safe at Home; Schools  
Federal Communications Commission, Schools and Libraries Cybersecurity Pilot Program  
Cybersecurity and Infrastructure Security Agency, Government Coordinating Councils  
California Office of Emergency Services  
CSBA District and County Office of Education Legal Services  
California Secretary of State

**Description**

District Technology Plan  
Communication With The Public  
Media Relations  
District And School Websites  
Uniform Complaint Procedures  
Access To District Records  
Superintendent's Contract  
Budget  
Federal Grant Funds  
Sale Or Lease Of District-Owned Real Property  
Bids  
Inventories  
Student Activity Funds  
Financial Reports And Accountability  
Environmental Safety  
Integrated Pest Management  
Emergencies And Disaster Preparedness Plan  
Emergency Schedules  
Electronic Signatures  
School Bus Drivers  
Transportation Safety And Emergencies  
Food Service/Child Nutrition Program  
Food Service Operations/Cafeteria Fund  
Summer Meal Program  
Nondiscrimination In Employment  
Employee Use Of Technology  
Certification  
Drug And Alcohol Testing For School Bus Drivers  
Criminal Record Check  
Personnel Files  
Employee Notifications  
Assignment  
Working Remotely

4119.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4119.21	Professional Standards
4119.42	Exposure Control Plan For Bloodborne Pathogens
4131	Staff Development
4151	Employee Compensation
4211.2	Legal Status Requirement
4212.42	Drug And Alcohol Testing For School Bus Drivers
4212.5	Criminal Record Check
4212.6	Personnel Files
4212.9	Employee Notifications
4213.5	Working Remotely
4217.11	Preretirement Part-Time Employment
4219.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4219.21	Professional Standards
4219.42	Exposure Control Plan For Bloodborne Pathogens
4231	Staff Development
4251	Employee Compensation
4311.2	Legal Status Requirement
4312.42	Drug And Alcohol Testing For School Bus Drivers
4312.5	Criminal Record Check
4312.6	Personnel Files
4312.9	Employee Notifications
4313.5	Working Remotely
4319.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
4319.21	Professional Standards
4319.42	Exposure Control Plan For Bloodborne Pathogens
4331	Staff Development
4351	Employee Compensation
5111.1	District Residency
5113.2	Work Permits
5125	Student Records
5125.1	Release Of Directory Information
5141	Health Care And Emergencies
5143	Insurance
5145.3	Nondiscrimination/Harassment
5145.6	Parent/Guardian Notifications
5145.7	Sex Discrimination and Sex-Based Harassment
5145.71	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures
5148	Child Care And Development
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
6145.2	Athletic Competition
6158	Independent Study
6159.2	Nonpublic, Nonsectarian School And Agency Services For Special Education
6171	Title I Programs
6174	Education For English Learners
7214	General Obligation Bonds
9011	Disclosure Of Confidential/Privileged Information
9012	Board Member Electronic Communications
9324	Minutes And Recordings