

The Cherokee County School District will maintain records in accordance with the regulations and requirements of the State of Georgia as listed by the Georgia Archives.

The Superintendent and/or a designated records manager(s) will plan, coordinate, implement and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Such procedures shall be followed on a consistent basis throughout the School District and will provide for accurate and effective production of records and/or the prevention of routine destruction of records related to a legal claim that may be made against the School District.

The Official Code of Georgia section 50-18-70 *et seq.* (the Georgia Open Records Act) requires that most School District records that are exempt pursuant to state or federal law, must be open to inspection by any citizen at a reasonable time and place.

The records retention schedule approved by the Superintendent will be adhered to in the retention and disposal of records.

ADOPTED: August 2, 2001
REVISED: July 18, 2024

Cherokee County Board of Education