

Georgia Cyber Academy Governing Board Policy

Adopted on 8/20/14 Last Reviewed on 9/17/25 Last Updated on 9/17/25

Georgia Cyber Academy Governing Board Records

The Board of Georgia Cyber Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records..

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the GCA Superintendent who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 1.2. A copy of the human resource records as related to the Superintendent, Chief Financial Officer, and Chief Academic Officer, including but not limited to reviews, PDPs, commendations, disciplinary actions, written direction by the Board, etc. will be kept by the GCA Governing Board Chair.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the GCA Superintendent or other persons responsible for the custody of confidential files.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Governing Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.