

## **C-5 ADMINISTRATIVE RECORDS**

The Board shall provide the Office of the Superintendent with space and equipment for efficient administration of the schools of the School District.

The Superintendent shall keep such records as directed by the Board, state law, State Board of Education, or other legal and/or regulatory agency. All records of the Board shall be stored in an approved location. This shall include all microfilms or prints made in accordance with Alabama law.

The Superintendent shall file with federal and state agencies reports required by those agencies. Further, each principal, director, supervisor, or other administrator shall give careful consideration to all procedures related to reports, accounting and general business matters that are required for the administration of the school program and shall make accurate and prompt return on scheduled dates of all statistical accounting and other information specified as required by the Superintendent or designee.

The Board shall cause to be investigated any report that inaccurate records are submitted or filed in the School District. Intentional falsification of records or reports shall be a basis for dismissal by the Board.

Most school district records are public documents and thus available for inspection by any person at reasonable times during working hours. Certain school documents, e.g. pupil school health records, pupil report cards, supervisory reports on teachers, budget “worksheets” and personnel folders are in the category of privileged information and are not for public inspection.

No copies of school district records shall be made on school district equipment or duplicated at a cost to the district except for official school business. No official records are to leave the school or district premises unless necessary to official school business. Copies of records will be made at the expense of the recipient, except when required otherwise by appropriate official agencies.

A person should place a request to the Office of the Superintendent to see records at a mutually agreeable time and place.

Parents, or those acting in loco parentis, may inspect records of students who are under eighteen (18) years of age. Written permission must be obtained from the parents to release any information pertaining to the student.

Students who are eighteen (18) years of age have the right to require that their records remain privileged information. The students must grant permission in order to release any information contained in their records.

**ADOPTED: May 11, 2004**

LEGAL REF: Code of Alabama 16-1-3 to 5; 16-12-12; Sec. 438,

**PL-93-380 Family Educational Rights Act, 1974**