

**DISTRICT RECORDS**

District records shall be developed, maintained, and disposed of in accordance with law and California Department of Education regulations.

*(cf. 1340 - Access to District Records)*  
*(cf. 3440 - Inventories)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*

The Superintendent or designee shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any photographic, microfilm, or electronic copies of original records shall be permanently retained.

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

**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.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*  
*(cf. 5111.1 - District Residency)*

*Legal Reference: (see next page)*

**DISTRICT RECORDS** (continued)

*Legal Reference:*

EDUCATION CODE

35145 *Public meetings*

35163 *Official actions, minutes and journal*

35250-35255 *Records and reports*

44031 *Personnel file contents and inspection*

49065 *Reasonable charge for transcripts*

GOVERNMENT CODE

6205-6211 *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

6252-6265 *Inspection of public records*

12946 *Retention of employment applications and records for two years*

PENAL CODE

11170 *Retention of child abuse reports*

CODE OF REGULATIONS, TITLE 5

432 *Varieties of pupil records*

16020-16022 *Records-general provisions*

16023-16027 *Retention of records*

*Management Resources:*

SECRETARY OF STATE PUBLICATIONS

*Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999*

WEB SITES

*California Secretary of State: <http://www.ss.ca.gov/safeathome>*