CHAPTER 8.00 - AUXILIARY SERVICES

RECORDS RETENTION AND DISPOSAL 8.80

I. The Dale County Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Dale County School System more efficiently.

II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

STATUTORY AUTHORITY: CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED: CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3
RECORDS DISPOSITION AUTHORITY,
ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _______

HISTORY: ADOPTED: Dec 16, 2008
REVISION DATE(S): _______
FORMERLY: KL