



"Records" means

the original or one copy (A person receiving a duplicate copy needs not to retain it.)

Correspondence between district employees that does not pertain to personnel matters, or constitute a student record.

Advertisements and other sales materials received.

Textbooks, used for instruction, and other instructional materials, including library books, pamphlets and magazines.

Autographs or other designs shall review documents and

prior academic year and classify them as :

Class 1 – Permanent

Class 2 – Optional

Class 3 – Disposable

*On July 1, 1976, are subject to the same review and classification as
years old and classified as Class 3 – Disposable, they may be
accordance with Article 3.*

Current academic year shall not be classified during that year.

*Records, i.e., active and useful for administrative, legal, fiscal, or other
purposes, shall not be classified until such usefulness has ceased.*

*When a permanent record is photographed, micro-photographed, or
mechanically, the copy thus made is hereby classified as Class 1 -
Permanent, a copy classified as Class 2 - Optional, may be classified as Class 3 -
Disposable in accordance with this chapter if the following conditions have*

been met in detail.

*The person who designates, has attached to or incorporated in the copy or
classification of compliance with the provisions of section 1531 of the*



Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.

(3) The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.

(4) In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

Authority cited: §§ 66700 and 70901, Education Code. Reference: §§ 66700 and 70901, Education Code; and § 1531, Evidence Code.

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1 – Permanent record and shall be retained indefinitely, unless copied or reproduced in accordance with subsection (e) of § 59022.

Examples of types of records:

- Official budget x
- Financial report of all funds, including cafeteria and student body funds x x
- Audit of all funds x x
- Full-time equivalent (FTE) student, including Period 1 and Period 2 reports
- Other major annual reports, including those containing information related to:
 - o Property
 - o Activities
 - o Financial condition
 - o Transactions
 - o Those declared by board minutes to be permanent

Minutes of the board or committees of an election called, conducted or canvassed by the governing board for

x x

x



containing the same data may be classified as Class 1 – Permanent, and the detail records



All records, other than "continuing records," not classified as Class 1 – Permanent or Class 2 – Optional, shall be classified as Class 3 – Disposable, including, but not limited to, detail records relating to:

(a) records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records use(s)-4.3 ((e)-6 Ad.3 .2aeh (t)-6 (u)e)-6 (ps)-4.

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