

"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.

AutQ or other designeball reviewdocuments and prior academic year and classify them as:

Class 1 – Permanent Class 2 – **p**tional Class 3 – **B**posa**l**e

oully 1, 1976, are sulæct to the same reviewand classification as years old and classified as Class 3 – Diposale, they may be accordance with Article 3.

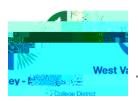
rrent academic year shall not **b** classified during that year.

e, i.e., active and useful for administrative, legal, fiscal, or other of becausefied until such usefulness has ceased.

-Permanent record is photographed, micro-photographed, or onically, the copy thus made is herely classified as Class 1 - classified as Class 2 - Otional, may be classified as Class 3 - accordance ith this chapter if the following conditions have

te in detail.

ther designee, has attached to or incorporated in the copy or ification of compliance ith 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.

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Examples of types of records:

Official budget

Financial report of all funds, including cafeteria and student body funds Audit of all funds

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Full-time equivalent (FTE) student, including Period 1 and Period 2 reports
Other major annual reports, including those containing information related to:

- o Property
- Activities
- Financial condition
- Transactions
- Those declared by board minutes to be permanent

Minutes of the board or committees th.002 Tc3m/TT5 1 Tfda5 1 Tfda5 1 Tfdty $\pm$ 0.002ocn th.002 Tc text o a raballots) of an election called, conducted or canvassed by the governing board for (c1.1 ()10.9 (a b)2.2 (o)-6.6 (ard)2.

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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.

T14.1-0)-6 (y Td5 (r)35.322(10.1 (f).1 (te1T14.1-0 J3.2.1 u))10.9l6.1.1 y(o(s5ed)-3-06l)1)-1.3 (,)2-0.1)9l)9)9l-0.2 (an)2.312⊉61 .6 (t)7.9 (