

I. POLICY STATEMENT

The Board of Education intends to ensure that South Summit School District records are managed in an efficient, responsible manner and that fair and timely public access to information contained in District records is made available while protecting individual privacy rights in relation to personal data gathered by the School District. The following guidelines govern the maintenance, classification, preservation, access, and destruction of district records in compliance with the Government Records Access and Management Act (GRAMA).

II. RECORDS MANAGEMENT OFFICERS

South Summit School District records for individual schools shall be managed under the direction of the principal and/or the appointed records officer of each school and department.

The Business Administrator shall be the record officer for Board of Education minutes and all documents related to fiscal matters.

The administrator responsible for the personnel office shall maintain all records related to personnel and students, and shall serve as the District's liaison to the State Archives.

The building administrator shall be the records officer over student records.

III. RECORDS CLASSIFICATION

All records shall be classified as public, private, controlled, protected, or exempt.

The administrator responsible for the personnel office shall inform the State Archives no later than July 1 of each year of the classification of any new record series created during the previous twelve months.

IV. PUBLIC RECORDS

Public records shall include:

1. Official minutes, actions and decisions of the Board of Education and District Administration unless the record involves information which is classified as private, controlled, or protected.
2. Official District and school policies, contracts, minutes, and accounts. Electronic recordings of School Board meetings will be maintained for at least one (1) year after minutes have been officially adopted by the Board of Education.
3. Names, gender, job titles, job descriptions, business address, business telephone numbers, number of hours worked per pay period, gross salaries, assigned hours of work, and dates of employment of all current and former employees.

4. Documents showing formal criminal charges against an employee unless, in the judgment of the Superintendent, the charges are groundless or the charges are not sustained.
5. Records showing formal charges against past or present employees.

Public records shall be open for public inspection during regular office hours.

V. PRIVATE RECORDS

Private records shall include:

1. Personnel files, including applications, nominations, recommendations, evaluations, and proposals or advancement or appointments.
2. The names of applicants and finalists for administrative positions.
3. Documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical condition, diagnosis or military status.
4. Individual student records.

Private records shall be open only to the subject of the record and other authorized individuals or agencies. Access to student records shall be provided in accordance with the Family Education Rights and Protection Act (FERPA).