

DISTRICT RECORDS AND REPORTS

The increasing complexity of both the law and the processes of governing a school district require the Board of Education to assure itself that the financial and educational operations of the District are recorded and reported in strict accordance with New Jersey and federal law.

Therefore, the Superintendent shall present to the Board each year at the regular meeting following the organization meeting a comprehensive list of legally mandated District financial and other records and reports. The list shall identify the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the appropriate reports at regular meetings of the Board.

Availability to the Public

For the protection of the public interest, the Board believes that members of the community have a right to inspect copy or examine District records, with certain exemptions as specifically described in statute. Any limitations on this right shall be construed in favor of the public's right to access. The Board designates the Business Administrator/Board Secretary as the Custodian of District records. Requests for District records shall be submitted to the Custodian in writing on the appropriate form. The Custodian shall reply to all requests promptly and shall grant access or deny the request within seven days, provided that the record is currently available and not in storage or archived.

The Custodian shall permit District records to be inspected, examined or copied during the hours that the Board office is open, or during not less than six regular business hours over not less than three business days per week. Copies may be made at fees not to exceed that set by statute. Access shall be granted in the medium requested or some other meaningful medium, unless the request is for a record in a medium not routinely used by the District; not routinely developed or maintained by the District; or requiring a substantial amount of manipulation or programming of information technology. In these cases, the Board may add a special reasonable charge.

The Custodian shall ensure that statements are prominently posted in District offices that describe the specific terms of the public's right to appeal a denial of access and procedures for filing an appeal.

Electronic Documents

Electronic documents developed or maintained on the District's web site in the course of an employee's or Board member's official business shall be considered as "government records" when the documents meet the definition as promulgated by the Open Public Records Act. (See policy 3570.1 Email and Other Electronic Communications.)

Implementation

The Superintendent shall ensure the formulation and dissemination of rules, regulations and procedures to implement the gathering, recording, disseminating, copying, storing and ultimately the destroying of records in accordance with applicable laws. Particular attention shall be paid to implementing the public's right to access records and to protecting from public access those records specifically exempted by law.

DISTRICT RECORDS AND REPORTS (continued)

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 10:4-6 <u>et seq.</u> <u>N.J.S.A.</u> 18A:4-14 <u>N.J.S.A.</u> 18A:7A-11</p> <p><u>N.J.S.A.</u> 18A:11-2 <u>See particularly:</u> <u>N.J.S.A.</u> 18A:11-2b <u>N.J.S.A.</u> 18A:17-7 through -12 <u>N.J.S.A.</u> 18A:17-28(e) <u>N.J.S.A.</u> 18A:17-35 <u>N.J.S.A.</u> 18A:17-36 <u>N.J.S.A.</u> 18A:36-19</p> <p><u>N.J.S.A.</u> 18A:17-46</p> <p><u>N.J.S.A.</u> 47:1A-1 <u>et seq.</u> <u>See particularly:</u> <u>N.J.S.A.</u> 47:1A-1.1, -5 <u>N.J.S.A.</u> 47:3-15 <u>et seq.</u> <u>N.J.A.C.</u> 2:36-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A:16-5.3 <u>N.J.A.C.</u> 6A:23-2.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:27-7.9 <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> <u>N.J.A.C.</u> 6A: 32-7.1 <u>et. seq.</u> <u>See particularly:</u> <u>N.J.A.C.</u> 6A:32-7.1(g), -7.8 <u>N.J.A.C.</u> 6A:32-12.1 <u>N.J.A.C.</u> 6A:32-12.2 <u>N.J.A.C.</u> 15:3-2.1 <u>et. seq.</u></p> <p>Annual Data Collection Plan, New Jersey State Department of Education</p> <p>Records Retention Schedule, New Jersey State Department of Education</p> <p><u>Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed.</u>, 212 N.J. Super. 328 (Law Div. 1986)</p> <p><u>Laufgas v. Barnegat Twp. Bd. of Ed.</u>, 1987 S.L.D. 2442, aff'd St. Bd. 1988 S.L.D. 2496</p> <p><u>Horner v. Kingsway Regional</u>, 1990 S.L.D. 752</p> <p><u>Beatty v. Chester Bd of Ed.</u>, 1999 S.L.D. (Sept.)</p> <p><u>Manual for the Evaluation of Local School Districts</u> (September2002)</p>	<p>Open Public Meetings Act Uniform system of bookkeeping for school Districts Annual report of local school District; contents; annual report of commissioner; report on improvement of basic skills</p> <p>Power to sue and be sued; reports; census of school children</p> <p>Secretary to give notices and keep minutes, etc. Duties of business manager Records of receipts and payments Accounting; monthly and annual reports Student records; creation, maintenance and retention, security and access; regulations; non-liability Act of violence; report by school employee; notice of action taken; annual report Examination and copies of public records ("Open Public Records Act")</p> <p>Destruction of Public Records Law Child Nutrition Programs Incident reporting of violence, vandalism and substance abuse Double Entry Bookkeeping and GAAP Accounting in Local School Districts Vehicle records Evaluation of the Performance of School Districts Student Records</p> <p>Reporting requirements School level planning Records Retention</p>
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<u>Cross References:</u>	<p>3543 Office services 3571 Financial reports *4112.6 Personnel records *4212.6 Personnel records *5125 Student records *6142.2 English as a second language; bilingual/bicultural *6171.3 At-risk and Title 1 *6171.4 Special education *9322 Public and executive sessions *9326 Minutes</p>
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*Indicates policy is included in the Critical Policy Reference Manual.

Key Words

District Records and Reports, Public Access, Records, Reports

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