

**DISTRICT RECORDS**

The Governing Board recognizes the importance of securing and retaining district documents. The Superintendent or designee shall ensure that district records are developed, maintained, and disposed of in accordance with law, Board policy, and administrative regulation.

(cf. [1340](#) - Access to District Records)  
(cf. [3440](#) - Inventories)  
(cf. 4112.6/4212.6/4312.6 – Personnel Files)  
(cf. 5125 – Student Records)

The Superintendent or designee shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage, loss, or theft.

(cf. [4112.6/4212.6/4312.6](#) - Personnel Files)  
(cf. [5125](#) - Student Records)  
(cf. [5125.1](#) - Release of Directory Information)

If the district discovers or is notified that a breach of security of district records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code 1798.29)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system (Civil Code 1798.29)

**Safe at Home Program**

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code [6206](#), [6207](#))

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 5111.1 - District Residency)  
(cf. [5141](#) - Health Care and Emergencies)

*Legal Reference: (see next page)*

## **DISTRICT RECORDS (continued)**

### *Legal Reference:*

#### *EDUCATION CODE*

[35145](#) *Public meetings*

[35163](#) *Official actions, minutes and journal*

[35250-35255](#) *Records and reports*

[44031](#) *Personnel file contents and inspection*

[49065](#) *Reasonable charge for transcripts*

[49069](#) *Absolute right to access*

#### *CIVIL CODE*

*1798.29 Breach of security involving personal information*

#### *CODE OF CIVIL PROCEDURE*

[1985.8](#) *Electronic Discovery Act*

[2031.010-2031.060](#) *Civil Discovery Act, scope of discovery demand*

[2031.210-2031.320](#) *Civil Discovery Act, response to inspection demand*

#### *GOVERNMENT CODE*

[6205-6210](#) *Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

[6252-6265](#) *Inspection of public records*

[12946](#) *Retention of employment applications and records for two years*

#### *PENAL CODE*

[11170](#) *Retention of child abuse reports*

#### *CODE OF REGULATIONS, TITLE 5*

[430](#) *Individual student records; definition*

[432](#) *Varieties of student records*

[16020-16022](#) *Records, general provisions*

[16023-16027](#) *Retention of records*

#### *UNITED STATES CODE, TITLE 20*

[1232g](#) *Family Educational Rights and Privacy Act*

#### *CODE OF FEDERAL REGULATIONS, TITLE 34*

[99.1-99.8](#) *Family Educational Rights and Privacy Act*

### *Management Resources:*

#### *WEB SITES*

California Secretary of State: <http://www.sos.ca.gov/safeathome>