

EF-R Data Management

7/1/18

RATIONALE/OBJECTIVE:

The Cobb County School District (District) complies with the requirement of the Georgia Records Act (O.C.G.A. § 50-18-90 *et seq.*) that all local governments adopt a records management plan. The District's records may contain information that retains value as legal, audit, and historical evidence that the District has carried out its' mandated duties and responsibilities. These records contain information needed for varying lengths of time as specified in the Retention Schedules for Local Government Records (State Retention Schedules) established by the Georgia Secretary of State through the Division of Archives and History.

RULE:**A. GENERAL GUIDELINES:**

1. Each division, department, and school is responsible for adhering to the State Retention Schedules' Common Record Categories as well as the Specific Record Categories or parts of the Specific Record Categories that apply to school districts. For any record series in the District's custody not covered by the State Retention Schedules, Records Management shall recommend schedules for adoption by the District and shall submit them to the Georgia Division of Archives and History.
2. Records in any format are to be retained as required in the State Retention Schedules and any District schedules. Absent substantial justification, no records should be:
 - a. Retained that are not required by the State Retention Schedules or District schedules; and
 - b. Retained longer than is required by the State Retention Schedules or District schedules. Without State approval, no record shall be retained for a period that is shorter than the period required by the State Retention Schedules.
3. When a document is being prepared, all preliminary versions or drafts may be destroyed once the final version is complete.

B. RECORDS MANAGEMENT PLAN:

The District establishes a Records Management Plan (Plan) administered by Records Management. The Plan shall:

1. Direct and coordinate all records management matters in compliance with the Georgia Records Act including identifying responsibilities of individual schools and departments;
2. Provide information and assistance for records storage, retrieval, and destruction to allow individual schools and departments to comply with State Retention Schedules and any District Schedules; and
3. Communicate a destruction procedure in compliance with the State Retention Schedules and any District Schedules.

C. RECORDS MANAGEMENT HANDBOOK:

Records Management shall develop, maintain and issue a Records Management Handbook (Handbook) outlining the District's procedures for the transfer, storage, retrieval, and destruction of records generated and maintained by District administrative and school offices.

D. STORAGE:

A District facility managed by Records Management will house paper records for permanent retention and records stored temporarily pending disposal/destruction. Records Management will:

1. Store records that can be removed from the office environment;
2. Provide access to records only to authorized personnel;
3. Provide information retrieval services to include copies of transcripts;
4. Assist in the destruction/disposal of records according to the State Retention Schedules and any District Schedules; and
5. Coordinate the microfilming of records for permanent retention.

E. ELECTRONIC RECORDS:

Retention requirements included in the State Retention Schedules and any District Schedules apply equally to electronic and paper records. Therefore, electronic records:

1. Are retained the same length of time as paper documents with the same content.
2. May be retained in electronic format if their retention period is not more than 15 years, or they may be printed and retained in hard copy or micro-filmed, except for e-mail as provided below. As a general rule, they do not need to be retained in both formats.

3. E-Mail:

Based upon its content, the State Retention Schedules categorizes e-mail as "Transitory" or "Temporary" (see the Schedules for the length of retention for each category).

Guidelines:

- a. Transitory e-mail should be deleted as soon as it is no longer useful.
- b. Temporary e-mail, whether short-term or long-term, is subject to the following District guidelines:
 - (1) Retention of e-mail originating within the District is the responsibility of the originator.
 - (2) Retention of e-mail originating outside the District is the responsibility of the recipient unless someone other than the recipient is designated to respond to it, in which case the responder is responsible for retaining both the original message and the response.
- c. An e-mail containing student specific information may become part of the student's permanent record if the e-mail is printed and placed with the permanent record.

F. OPEN RECORDS ACT:

Except as otherwise provided by law or court order, all records prepared and maintained or received in the course of the operation of the District shall be open to the public in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70 *et seq.* Public records include documents, tapes, photographs, and computer-based or generated information such as e-mails. Public records also include records received or maintained by a private person or entity in the performance of a service or function for or on behalf of the District. Pursuant to the Act, a reasonable charge will be collected for search, retrieval, and other direct administrative costs for complying with a request to inspect or copy public records. There shall be no charge, however, for the first quarter hour. When copies are requested, a copying fee will be charged and collected in accordance with O.C.G.A. § 50-18-71.

Reclassified an Administrative Rule: 9/1/04

Revised: 6/14/06

Revised and recoded: 8/12/12 (Previously coded as Administrative Rule EHB)

Revised: 7/1/18

Legal Reference

Rule 160-5-1-.03

Rule 160-5-1-.07

Rule 160-5-1-.28

Rule 160-5-6-.01

Identification and Reporting of Schools

Student Data Collection

Student Enrollment and Withdrawal

Statewide School Nutritional Program