

IDEA Public Schools BOARD POLICY MANUAL

Sec. 5. ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES

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Sec. 7. DUTIES OF RECORDS MANAGEMENT OFFICER

In addition to other duties assigned in this policy, the Records Management Officer shall:

- a. Administer the records management program and provide assistance to department heads in its implementation;
- b. Plan, formulate, and prescribe records disposition policies, systems, standards, and procedures;
- c. In cooperation with principals and department heads, identify essential records and establish a disaster plan for ea-2 04 (h) Ev (f28 Tw 0.81 0 TDi)2 C)581 0 .5 0 Tubon poli S 012 (ho

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Persons designated as Records Liaison Officers shall be thoroughly familiar with all records created and maintained by the department.

In the event of the resignation, retirement, dismissal, or removal by action of the department head or principal of a person designated as a Records Liaison Officer, the department head or principal shall promptly designate another person to fill the vacancy.

A department head or principal may serve as Records Liaison Officer for his or her department or campus.

~~Sec. 10. DUTIES AND t~~

