

DATA MANAGEMENT

The clerk of the Chandler Board of Education will supervise the management of all records kept by the school district.

The board will contract for the services of an electronic data processing system to manage financial and other business records and perform other needed functions. Responsibility for oversight of the system will rest with the clerk of the board.

The clerk is authorized to destroy all financial records and documents on file in the district offices for more than five years. Minutes of board meetings will be kept permanently. Student and personnel records will be managed in accordance with board policy and applicable state and federal laws.

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REFERENCE: 70 O.S. §5-122