

Non-Instructional Operations

Care of School System Records

The comprehensive system of data management shall be established and maintained by the district to include identification of data needs, specification of objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analysis and reporting. The data management system shall seek to (1) provide necessary information to decision makers in the required format and at the time needed, and (2) keep the public informed as to the activities, achievements and problems of the schools. The dissemination of data shall be systematic, regular and timely.

The Superintendent is designated the custodian of all records, documents, writings, letters, memoranda or other written, typed, copied or developed materials possessed, assembled or maintained by this school district.

(cf. 9330 - Board/School System Records)

(cf. 3571 - Maintenance Program of School System Records)

Legal Reference: Legal Reference: Connecticut General Statutes

1-212 Application for copies of public records. Certified copies. Fees

1-200 Definitions: "Public Records"

1-210 Access to public records. Exempt records

1-211 Access to computer-stored records

1-213 Agency administration. Disclosure of personnel, birth and tax records. Judicial records and proceedings

1-214 Public employment contracts as public record

1-225 to 1-240 † Meetings of government agencies to be public.

Recording of votes....

1-206 Denial of access to public records or meetings. Appeals.

Notice. Orders. Civil penalty. Service of process upon commission

10-151c Records of teacher performance and evaluation not public records

10-209 Records not to be public (medical records)

10-221b Boards of Education to establish written uniform policy re treatment of recruiters (re directory information)

Policy
Adopted: 5/6/92

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut

