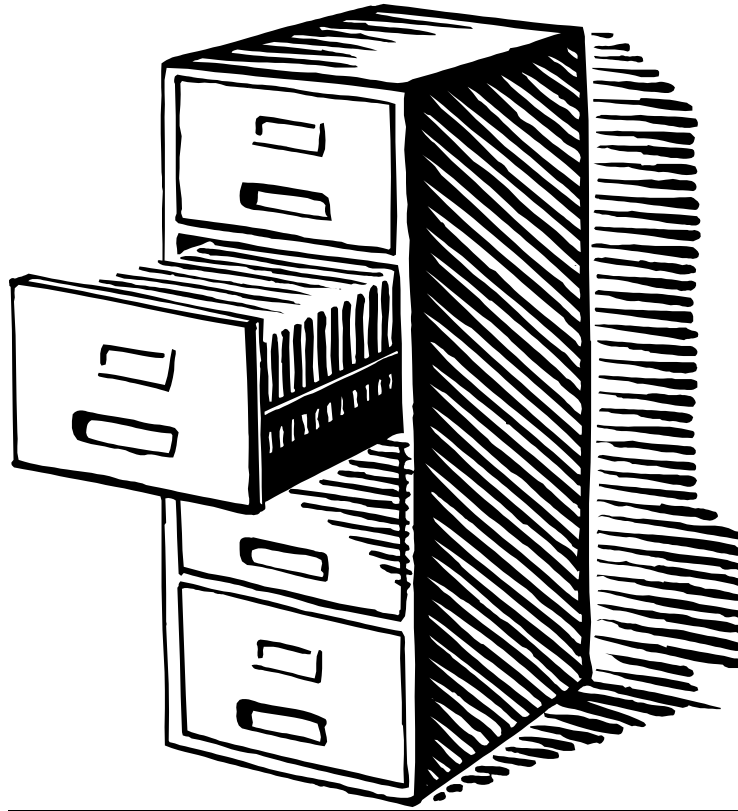




RECORDS MANAGEMENT HANDBOOK



Revised: 6/14/06

The purpose of the Records Management Handbook is to provide efficient access to information needed to properly handle the different records created by the Cobb County School District.

The requirement for a Records Management Program is contained in [Administrative Rule EHB \(Data/Records Retention\)](#).

This handbook will outline the duties, responsibilities and procedures involved for the proper management of all Cobb County School District (District) administrative, financial, school, and student records. Instructions are included for the storage, maintenance, retention, transfer, retrieval and destruction of records.

Georgia laws pertaining to records include:

[O.C.G.A. 50-18-70\(a\)](#): defines "public records" as all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, or similar material prepared and maintained or received in the course of the operation of a public office or agency. This also means such items that are received or maintained by a private person, firm, corporation or other private entity in the performance of a service or function on behalf of a public office or agency.

[O.C.G.A. 50-18-91\(5\)](#): defines "records" as all documents, papers, letters, maps, books, microfilm, magnetic tape, or other material, regardless of physical form of characteristics, made or received pursuant to law or ordinance or in performance of functions by an agency.

[O.C.G.A. 50-18-99\(c\)](#): states that all records created or received in the performance of a public duty or paid for by public funds by a governing body are deemed to be public property and shall constitute a record of public acts.

Some records are considered vital. These records are those needed to resume operations after a natural or man-made disaster. Records can be individual or can be part of a records series, such as a vendor, student or personnel file. These are grouped together due to the fact they all relate to the same subject.

RECORDS CENTER

The Records Center, located at 6975 Cobb International Blvd, Kennesaw, GA, is responsible for acting as a liaison for the District to ensure that the proper records are being retained and to facilitate the removal, storage, retrieval and destruction of District records according to retention schedules. If there is information that you can not find in this handbook, or if you have recommendations, please feel free to contact the Records Center at 770-514-3872.

RECORDS RETENTION

Records are to be retained until the information in them is no longer needed. The need to retain the records is spelled out in [Administrative Rule EHB](#). It is extremely important to ensure that all files are reviewed yearly to follow the retention schedules. Each location is responsible for ensuring this happens.

The State of Georgia has recommended a standard retention schedule that the District is to follow. Here is a link to the State Retention Schedule. This is a searchable Web site:

[Records Retention Schedule](#)

If you do not find a schedule in these lists that fits your needs, please call the Records Center for assistance.

RETENTION SCHEDULE NUMBERS

The State no longer has assigned retention numbers for local governments. If you choose to use them, the following numbering logic should be recorded when using the State Retention Schedules to label your records.

03-0xx

03: represents the year the new numbers were implemented, 2003. This number will not change in the future.

0xx: represents the number of years to be retained as outlined by the State Archives.

Example: 03-005 would represent 5 year retention

03-999 would represent a permanent record

These numbers should be referenced on all paperwork and package labels. You should also note the legal citation on any paperwork where applicable if it is shown on the retention schedule (ex: O.C.G.A. 36-81-5).

If you can not determine what the retention number or retention period is from the State Web site, please contact the Records Center at 770-514-3872 or Wylene.Hutchins@cobbk12.org for assistance.

RECORD STORAGE/RETENTION

The frequency that a record is accessed will dictate where the retained record is stored within the District. As a rule of thumb, all short term retention items, such as records generated by and regarding an individual school, should remain at the school until such time as they may be destroyed according to the retention schedules.

Items such as student records and District financial records which will have a much longer, and in some cases permanent retention, will be removed from the locations under the direction the Records Center.

SCHOOL RECORDS HANDLING PROCEDURES

Records Custodians should refer to the following Administrative Rules for guidance:

[Administrative Rule EHB](#) (Data/Records Retention)

[Administrative Rule JRA](#) (Student Records)

[Administrative Rule JRAA](#) (Student Records: Transfer/Articulation of Student Records)

REMOVING RECORDS FROM YOUR LOCATION

The removal of records from your location will be initiated depending on the type of records that are in question.

Student Records:

In the fall of each year the Records Center will initiate the removal of all student records for those students that have either graduated or withdrawn from the District during a specific time period. Directions will be sent at this time along with District-generated reports to ensure all records are retrieved. This requires the schools to ensure that all records are complete, as directed in [Administrative Rule JRA](#). **It is highly recommended that schools ensure that all records are complete, purged of unnecessary documents, all staples and clips removed and filed separately in alphabetical order on an ongoing basis.** This will help alleviate problems when the records are called for in the fall. **All student records will be held for a minimum of two (2) years at the school.** **Do not attempt to send in student records until you are asked to do so.**

School and Other Records:

Schools or other locations may request records, other than student records, be removed each year. It is the responsibility of each location to ensure that all retention schedules are followed. In order to remove the records, the location will forward a copy of a **Records Transmittal Form (Form EHB-2)** to the Records Center to review the request and ensure that it should be removed, as well as verify the disposition to retain the records. Once the pick up of records is approved, the Records Center will forward the Records Transmittal Form to the location with instructions concerning labeling and packaging requirements. This information will require the location to return the form to the Records Center who in turn will prepare a **Central Warehouse Service Form (Form EHB-3)** to instruct the warehouse operation that these are ready for pick up. Records for retention will be picked up from each location, processed and retained.

RECORDS DESTRUCTION

Each location is responsible for determining when a record is over the retention period. It is important to be sure that you adhere to the retention schedule as closely as possible to keep from using valuable space and for legal reasons. Records that are older than the time listed on the retention schedule may be disposed of on site or by the Records Center unless the District has

determined based on substantial justification that a record should be retained beyond the required retention schedule.

Locations may send in a Records Transmittal Form to have records picked up for destruction, just as they would send in to have records picked up for retention, or they may destroy the records on site. The Records Center will provide certified destruction of any documents picked up and delivered to the warehouse facility. If a school or location wishes to destroy the records on site, they must still forward a signed Records Transmittal form with a description of the records destroyed which will act as the certificate of destruction. This will be retained by the Records Center with other school transactions. If you have any questions regarding the records and the retention schedule, please call the Records Center for verification prior to destroying any records. All records must be shredded.

The Records Center may also initiate destruction of records that are currently in retention and are past the retention schedule period. Locations will be sent a **Notice of Records Disposal** ([Form EHB-4](#)) to review and approve prior to any records being destroyed. Once records are destroyed, locations will receive a **Record Destruction Notice** ([Form EHB-5](#)).

PACKAGING AND LABELING OF RECORDS FOR RETENTION OR DESTRUCTION

The CCSD Warehouse has boxes on hand to allow you to package records for retention. Any records that will be stored should be placed in these corrugated cartons. Any records that fall into an immediate destruction range (i.e.: already past the retention period) may be packed in any cartons you have available, but must weigh under 40 pounds. Refer to **Labeling and Packaging Information Form** ([Form EHB-6](#)).

Cartons for retention may be ordered using a **Central Warehouse Service Form** ([Form EHB-3](#)). Please forward a copy of your request to the Records Center, who will review the request and forward packaging labels with the request for handling by the warehouse. Packaging labels for both Retention (orange) and Destruction (green) must be completely filled out and attached to the carton so that it is visible when stacked. Carton sealing tape will also be forwarded to your location.

Failure to have cartons properly sealed and labeled when warehouse personnel arrive to pick up the cartons will result in a delay in picking up records. Warehouse personnel are instructed not to pick up cartons not properly sealed and labeled.

Each location is responsible for the accuracy of the contents and labeling of each carton.

TRANSFER OF RECORDS OF CURRENTLY ENROLLED STUDENTS

Records that need to be transferred between schools due to movement of students currently enrolled in the District should be initiated by the receiving school. The receiving school should forward a copy of [Form JRAA-1](#) (Transfer of Cumulative Record within District) to the school

losing the student. This school is responsible for forwarding the full cumulative file, as outlined in [Administrative Rule JRAA](#) to the receiving school within 7 days.

RETRIEVAL OF INACTIVE STUDENT RECORDS

If a former student leaves and returns to the District prior to the records being sent for retention as withdrawn, the new school will follow the instructions for the transfer of student records of current students.

If the records have been sent to the Records Center for retention, the new school will forward a copy of [Form JRA-1](#) (Records Center Request) to the Records Center. The Records Center will initiate the retrieval of the student file and will forward the original file or copies of all information that is currently in retention.

Records Custodians should refer to the following Administrative Rules for guidance:

[Administrative Rule EHB](#) (Data/Records Retention)

[Administrative Rule JRA](#) (Student Records)

[Administrative Rule JRAA](#) (Student Records: Transfer/Articulation of Student Records)

SPECIAL EDUCATION RECORDS

Please refer the following website to review the handling procedures for Special Education Students.

[Special Education Records](#)

RETRIEVAL OF OTHER RECORDS

Other records, such as accounting or administrative records, that have been previously sent in for retention may be retrieved at any time if the record age does not exceed the retention schedule. If the record age exceeds the retention schedule, such records may only be retrieved if the District has determined based on substantial justification that the records should be retained beyond the required retention schedule. If the records are still being retained, the location needing the records will forward a **Retained Record Request** ([Form EHB-7](#)) to the Records Center. The Records Center will initiate the retrieval of this record and it will be forwarded to the requesting department in 24-48 hours. If there is an urgent need for the record, the delivery can be expedited. All records must be returned to the Records Center unless the request is for permanent use. The location requesting the records becomes responsible for the security of the records until they are returned to the Records Center.