

DISTRICT RECORDS

School District records shall be developed, maintained and disposed of according to the requirements of law and the regulations of the State Department of Education.

The Superintendent or designee shall establish appropriate regulations so that District personnel will know which documents are records and which are not; which records are permanent, optional, or disposable; how each type of record is to be maintained or destroyed; and an employee's obligations in the event of a litigation hold established on the advice of legal counsel. The Superintendent or designee shall ensure the confidentiality of each kind of record as permitted or required by law and shall establish regulations to safeguard data against damage, loss, or theft.

If the District discovers or is notified that a breach of security of School District records containing unencrypted personal information has occurred, the Superintendent or designee shall notify every individual whose personal information was, or is reasonably believed to have been, acquired by an unauthorized person. Personal information includes, but is not limited to, a social security number, driver's license or identification card number, medical information, health insurance information, or an account number in combination with an access code or password that would permit access to a financial account. (Civil Code §1798.29.)

The Superintendent or designee shall provide the notice in a timely manner either in writing or electronically, unless otherwise provided in law. The notice shall include the material specified in Civil Code Section 1798.29, be formatted as required, and be distributed in a timely manner, consistent with the legitimate needs of law enforcement to conduct an uncompromised investigation or any measures necessary to determine the scope of the breach and restore reasonable integrity of the data system. (Civil Code §1798.29.)

District public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Gov. Code §§ 6206, 6207.) When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish district residency requirements for enrollment and for school emergency purposes.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE
35145 Public meetings
35163 Official actions, minutes and journal
35250-35255 Records and reports

DISTRICT RECORDS (continued)

49065 Reasonable charge for transcripts

CODE OF REGULATIONS, TITLE 5

16020-16022 Records-general provisions

16023-16027 Retention of records

GOVERNMENT CODE

*6205-6210 Confidentiality of addresses for
victims of domestic violence, sexual assault
or stalking*

6252-6265 Inspection of public records

CIVIL CODE

1798.29 Accounting of disclosures

Policy
adopted: February 26, 1996
revised: September 12, 2018

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California