

### SCHOOL BOARD RECORDS

The Board shall keep such Board records as shall be necessary for the understanding of their actions. In addition to those records required to be kept by law, the Superintendent, or his/her designee, shall be responsible for the designing and keeping of such other records as are necessary for the efficient operation of the District.

LEGAL REFERENCE: MCL 14.141 *et seq.*; 15.231 *et seq.*

#### **Information Management**

The Board recognizes the need for its records to be stored as a blend of printed, bound and electronically recorded (i.e., audio tape, video tape, micro-fiche, computer disk or electronically scanned images stored on CD's) material. The securing, cataloging and storing of all records shall be the responsibility of the Superintendent, or his/her designee.

The Superintendent, or his/her designee, shall establish procedures ensuring security, safety and confidentiality of all electronically stored records. Fees and charges for retrieval of all electronically stored records shall be established by the Board to maintain cost effectiveness while providing a high level of service.

#### **Annual Education Report**

The Board shall issue an annual education report to the District's constituents in the manner prescribed by current law. The Superintendent, or his/her designee, shall determine if information over and above the statutory requirements will be included in the report.

#### **Annual Reports**

The Superintendent, or his/her designee, shall furnish the Board with such annual reports as the Board may require by regulation or request.

#### **Academic Reports**

The Superintendent, or his/her designee, shall report annually to the Board concerning the academic testing program of the District.

#### **Financial and Annual Reports**

All financial and annual reports shall be prepared and submitted as provided for in current law.

Approved:

LEGAL REFERENCE: MCL 380.11 *et seq.*; 380.1204(a)