

## Data Management

### Authority

State law establishes the Board of Education as a state corporate entity with powers and duties to include the receipt, creation, maintenance, protection, and orderly and legal disposition of official records.

### Responsibility

The immediate records of the Board are made the responsibility of the secretary of the Board. All other records of the district will be the responsibility of the superintendent. The superintendent will perform this responsibility through a district records management officer and officially-appointed records custodians.

### Definitions

#### A. Official records (from C.R.S. 24-80-101, State Archives and Public Records)

1. "Records" means all books, papers, maps, photographs or other documentary material regardless of physical form or characteristics made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of the value of the official governmental data contained therein. As used in this Part 1, the following are excluded from the definitions of records:
  - a. Materials preserved or appropriate for preservation because of the value of the data contained therein other than that of an official governmental nature or because of the historical value of the materials themselves
  - b. Library books, pamphlets, newspapers or museum material made, acquired or preserved for reference, historical or exhibition purposes.
  - c. Private papers, manuscripts, letters, diaries, pictures, biographies, books and maps including materials and collections owned by persons other than the state or any political subdivision thereof and transferred by them to the state historical society
  - d. Extra copies of publications or duplicated documents preserved for convenience of reference
  - e. Stocks of publications

#### B. Records management officer: An individual identified by organizational title designated by the superintendent to:

1. Provide a single liaison between the district and the state archivist and the Colorado Department of Education on district records management matters

2. Serve as the records coordinator throughout the district for the superintendent
  3. Act as central coordinator for the district in carrying out records management requirements stated in the policy and procedure manual and specifically the approved records retention and disposal schedules
  4. Periodically review and recommend changes and up-dating in district records management guidelines
  5. Provide continuing advice to records custodians
  6. Assume responsibility for the establishment and operation of a district records center including any microfilming services as required
  7. Develop and provide a training program for employees involved in records management
  8. Act as liaison with the BOCES computer center relative to records management
- C. District records center: A controlled depository in a central location equipped to receive, preserve and dispose by transfer or destruction all official records of the district when no longer needed at an official file station but must be retained permanently or for a legally specified period.
- The records center is a controlled, official file station and is the responsibility of the district records management officer.
- D. Records custodian: An individual designated by the superintendent to receive, create, maintain and dispose of official records associated with specific functions or an organizational entity. Each custodian will operate one or more official file stations.
- E. Records schedules: A set of instructions prepared by the district and approved by the state archivist concerning the retention and disposition of all official records received or created.

Approved November 28, 1984

CROSS REFS.: GBJ, Personnel Records and Files  
JRA/RJC, Student Records/Release of Information on Students  
KDB, Public's Right to Know/Freedom of Information

St. Vrain Valley School District RE-1J, Longmont, Colorado