GENERAL SCHOOL ADMINISTRATION

Records Management

The Prince William County School Board delegates to the Superintendent authority over the management, collection, maintenance, security, use, disclosure, content, and disposition of all Prince William County Public School Division records in a manner consistent with the Virginia Board of Education regulations and the Virginia Public Records Act.

The Superintendent shall establish a records management system and provide for its administration in compliance with the “Code of Virginia.”

The Superintendent shall designate custodial responsibility for each record, approve administratively sound and legal retention schedules, and monitor preservation of the Prince William County Public School Records, as defined in the Virginia Public Records Act.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing the policy in 2016.

Legal References:
“Code of Virginia,” Section 42.1-76 et seq. “Virginia Public Records Act”
“Code of Virginia,” Section 22.1-287, 22.1-288
“Guidelines for the Management of the Student’s Scholastic Record in the Public Schools of Virginia,” revised 2004
“Electronic Code of Federal Regulations,” Title 34, Part 99

Adopted: December 2, 1992
Revised: January 15, 2014   PRINCE WILLIAM COUNTY SCHOOL BOARD