

Board Policy C-7: Records Access and Management



REFERENCES

[Administrative Procedures for Board Policy C-7](#)

[20 U.S.C 1232g, Family Educational Rights and Privacy Act](#) (see also, [34 C.F.R. §99 et seq.](#))

[Utah Code Ann. §63G-2-101 et seq., Government Records Access and Management Act](#)

[Utah Division of Archives and Records Service General Retention Schedule](#)

[Board Policy S-2: Student Records, Privacy Rights, and Release of Information](#)

THE POLICY

The Salt Lake City School District Board of Education recognizes the necessity for effective management of district records in order to comply with its legal and regulatory obligations, and to contribute to the overall efficient operation of the district. Accordingly, the board authorizes the district to establish processes for maintaining, classifying, preserving, accessing, releasing, protecting, and destroying district records in accordance with all applicable state and federal laws.

The purpose of this policy is to ensure that all district records are responsibly managed and retained in order to meet the needs of the board, the district, and the public.

The district has set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations/Title IX Coordinator, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.