

DISTRICT RECORDS AND REPORTS

The increasing complexity of both the law and the processes of governing a school district require the Holmdel Township Board of Education to assure itself that the financial and educational operations of the district are recorded and reported in strict accordance with New Jersey and federal law.

Therefore, the Superintendent shall present to the Board each year at the regular meeting following the organization meeting a comprehensive list of legally mandated school district financial and other records and reports. The list shall identify the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the appropriate reports at regular meetings of the Board.

The Superintendent shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, copying, storing and ultimately the destroying of all such records in accordance with applicable law.

Availability to the Public

The Holmdel Township Board of Education recognizes the importance of district records as the repository of information about the district. The Board shall make available for public inspection all records except those exempted by law, administrative rule or executive order. In addition to records otherwise exempted from public inspection, the Board declares disclosure of the following records to be inimical to the public interest or violate of the right of privacy:

- A. Matters in which the release of information would impair a right to receive federal funds;
- B. Pending negotiations toward a collective bargaining agreement;
- C. Purchase, lease or acquisition of real property;
- D. Procedures utilized in protecting the safety and property of the public, where disclosure would impair such protection;
- E. Pending or anticipated litigation, contract negotiation (other than in the collective bargaining process), other issues within the attorney-client relationship;
- F. Rosters of board employees, except as they are required by law to be supplied to bargaining units;

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- G. Rosters of pupils, except as they are released by the Board to recognize pupil achievements;
- H. Notations and tape recordings made and temporarily retained by an employee of the Board of Education solely as an administrative convenience in the performance of the employee's duties, except that tape recordings of public meetings may not be exempted from public inspection; and
- I. Records made and privately retained by employees of the Board of Education which express their impressions, opinions and conclusions and the disclosure of which would tend to violate their privacy.

Any citizen of the state may inspect and copy the public records of this district during regular business hours provided that it is for lawful, proper and legitimate purposes not adverse to the public interest.

The custodian of the record may require advance notice when the request for inspection will unduly burden this custodian or frustrate the administration of the custodian's office.

Any citizen may purchase copies of the public records of this district upon payment of a fee determined as follows:

1 st to 10 th page	-	50¢ per page
11 th to 20 th page	-	25¢ per page
All pages over 20	-	10¢ per page

Any replacement or destruction of district records shall be done by the custodian of the record in accordance with law. Any acts of willful or unauthorized destruction of records and reports shall be considered illegal and shall be punishable by law.

Source: Regular Board Meeting

Date: August 20, 1986

Revised: February 22, 1995

Revised:

Legal References:	<u>N.J.S.A.</u>	18A:4-6 <u>et. seq.</u>	Open Public Meetings Act Uniform system of book- keeping for school districts
	<u>N.J.S.A.</u>	18A:4-14	

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<u>N.J.S.A.</u>	18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
<u>N.J.S.A.</u>	18A:11-2	Power to sue and be sued; reports; census of school children
<u>See particularly</u>		
<u>N.J.S.A.</u>	18A:11-2b	
<u>N.J.S.A.</u>	18A:17-7	
	through -12	Secretary to give notices and keep minutes, etc. . . .
<u>N.J.S.A.</u>	18A:17-28(e)	Duties of business manager
<u>N.J.S.A.</u>	18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u>	18A:17-36	Accounting; monthly and annual reports
<u>N.J.S.A.</u>	18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u>	47:1A	Examination and copies of public records (Right to Know Law)
<u>N.J.S.A.</u>	47:3-15 <u>et seq.</u>	Destruction of Public Records Law
<u>N.J.A.C.</u>	6:3-6.1 <u>et seq.</u>	Pupil records
<u>See particularly:</u>		
<u>N.J.A.C.</u>	6:3-6.2(g)	
	-6.8	
<u>N.J.A.C.</u>	6:8-3.1	Reports
<u>N.J.A.C.</u>	6:8-4.3	Quality assurance
<u>N.J.A.C.</u>	6:8-4.4	School level planning
<u>N.J.A.C.</u>	6:8-4.8	Teaching staff and professional development
<u>N.J.A.C.</u>	6:8-4.9	School resources: finance and facilities
<u>N.J.A.C.</u>	6:20-2A.1 <u>et seq.</u>	Double entry bookkeeping and GAAP accounting in local school districts
<u>N.J.A.C.</u>	6:20-9.1 <u>et seq.</u>	Child nutrition programs
<u>N.J.A.C.</u>	15:3-2	State records manual

Annual Date Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

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Matawan Ed. Ass'n. v. Matawan-Aberdeen Ed. Bd.,
212 N.J. Super. 328 (Law Div. 1986)

Laufgas v. Board of Education of the Township of Barnegat,
Ocean County, 1987 S.L.D.
2442, Aff'd St. Bd. 1988 S.L.D.
2496

Manual for the Evaluation of Local School Districts (June
1993)

Possible

Cross References:

3543	Office services
3571	Financial reports
*4112.6	Personnel records
*4212.6	Personnel records
*5125	Pupil records
*6142.2	English as a second language; bilingual/ bicultural
*6171.3	At-risk and Chapter 1
*6171.4	Special education
*9322	Public and executive sessions
*9326	Minutes

*Indicates policy is included in the Critical Policy Reference Manual.

