

Administration

Control and Communication Channels and Systems

Reports and Recordkeeping

The Superintendent will ensure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, property inventories, personnel information, school population, scholastic records, and other information appropriate to district operation.

The Superintendent of Schools is the custodian of all records maintained in the Central Office. The Principal is the custodian of all student records maintained in the Principal's Office.

All Central Office and Principals' Office records will be stored as required by state or federal statute and regulations either in fireproof files or other suitable storage containers and will be treated according to the general provisions governing public records.

Legal Reference: Connecticut General Statutes

~~10-157 Superintendent of Schools~~

~~10-222 Appropriations and budget~~

~~10-224 Duties of the secretary~~

~~10-227 Return of receipts, expenditures and statistics to state board~~

1-18 Disposition of original documents.

1-213 to 1-225 The Freedom of Information Act. 4-193 Agency's duties re: personal data.

727 Municipal records to be kept in fire-resistive vaults or safes. 7-27a Destruction of original land records or instruments.

10-15b Access of parent or guardians to student records.

10-209 Records not to be public.

17b-90 Disclosure of information concerning program applicants and participants.

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedures for aggrieved persons. Regulations.

19a-215 Reports of diseases on the commissioner's list of reportable diseases and laboratory findings. Confidentiality.

46b-111 Closed hearings and records.

46b-124 Confidentiality of records of juvenile records.

46b-56 (e) Access to Records of Minors.

II-Sb Transfer or disposal of public records.

Federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232s.).