

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 10.1

Meeting Date: September 2, 2021
<u>Subject</u> : Public Hearing: First Reading of Revised Board Policy 3580, (Records Retention)
 □ Information Item Only □ Approval on Consent Agenda □ Conference (for discussion only) □ Conference/First Reading (Action Anticipated:) □ Conference/Action □ Action □ Public Hearing
<u>Division</u> : Legal Services and Technology Services
Recommendation : Approve revisions to Board Policy 3580
<u>Background/Rationale</u> : State and federal law require that the District develop a secure document management system that provides for the storage, retrieval, archiving and destruction of District documents. Such documents include electronically stored information (e.g., emails).
In order to ensure the confidentiality of records and safeguard data against damage, revisions are necessary. No prior updates to BP 3580 have occurred since 2001. Such updates include language in the CSBA Gamut model policy.
1. BP 3580 (Redlines)
Estimated Time of Presentation : 5 Minutes Submitted by: Raoul Bozio, In House Counsel and Bob Lyons, Chief Information Officer
Approved by: Jorge A. Aguilar, Superintendent





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