

JONES COUNTY SCHOOL DISTRICT 37-3

RETENTION AND DESTRUCTION POLICY

The Jones County School District 37-3 believes in operating in an open, transparent manner and will make district records available for public inspection, provided the release of the record(s) does not conflict with state or federal law.

The Business Manager will act as the public records officer for handling routine requests for information. The Business Manager will also serve as the repository for recording the list of records destroyed pursuant to SDCL 1-27-18. The records and retention schedule, as adopted by the district, will follow procedures developed by the Records Management Program under the direction of the Records Destruction Board as stated in Administrative Rule 24:52:11:01.