

Policies of the Board of Education

Section G Support Services

DATA MANAGEMENT

700.39

A comprehensive system of data management shall be established and maintained by the district to include identification of data needs, specification of objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analysis, and reporting. Basically, the data management system shall seek to (1) provide necessary information to decision makers in the required format and at the time needed, and (2) keep the public fully informed as to the activities, achievements, and problems of the schools. The dissemination of data shall be systematic, regular, and timely.

The principal or other responsible person may make written request to the school board for permission to destroy the material previously filmed.

Material which has not been filmed but is required by law to be kept beyond one year shall be retained in the office where the material originated. Written request to the school board must be made for permission to destroy this material.

---

Adopted by the School Board March 8, 1993