

Wilson County Board of Education

Policy Description: School System Records	Policy Number: 1.407	Amended Date: 06/04/07
	Rescinds:	Reviewed: 06/10
		Issued: 06/03/04

1 The Director of Schools shall maintain all school system records required by law, regulation, and board policy.
2 Any citizen of Tennessee, state official, or other authorized person shall be permitted, upon written request, at a
3 reasonable time, to inspect all records maintained by the school district unless otherwise prohibited by law,
4 regulation, or board policy. A person who has the right to inspect a record may request and receive copies of the
5 documents subject to the payment of reasonable cost.^{1,2,3,4} The names of persons inspecting records and the
6 date of inspection shall be recorded.

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8 No records pertaining to individual students will be released for inspection by the public or any unauthorized
9 persons.

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11 The Director of Schools and/or his/her designee(s) shall retain and dispose of school district records in
12 accordance with the following guidelines:^{2,4}

- 13
14 1. The Director of Schools and/or his/her designee(s) will determine if a particular record is of permanent
15 or temporary value in accordance with regulations promulgated by County Public Records Commission
16 and the Tennessee Institute for Public Services Records Manual;^{5,6}
- 17 2. Temporary value records which have been kept beyond the required time may be recommended to the
18 Public Records Commission for destruction;^{7,8}
- 19 3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred
20 to the State Library and Archives. The temporary value records rejected by the State Library and
21 Archives may be transferred to another institution or destroyed;^{7,8,9}
- 22 4. Permanent records will be kept in some usable form. If the Director of Schools desires to destroy the
23 original permanent record, these records must be reproduced by microfilming or some other permanent
24 reproduction method. Permission to destroy any original permanent record after microfilming follows
25 the same procedure noted above for temporary records;^{6,8} and
- 26 5. The Director of Schools shall establish procedures to safeguard against the unlawful destruction,
27 removal, or loss of records.¹

¹ TCA 49-2-301(f)(1)(CC)

² TCA 10-7-503

³ TCA 10-7-506(a)

⁴ TCA 49-2-104

⁵ TCA 10-7-401

⁶ TCA 10-7-406

⁷ TCA 10-7-404

⁸ TCA 10-7-413

⁹ TCA 10-7-414