

**CHAPTER 8.00 - AUXILIARY SERVICES**

**RECORDS RETENTION AND DISPOSAL**

**8.80+**

- I. The School Board shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the system more efficiently.
  
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-8-8, 16-11-9, 16-12-3  
RECORDS DISPOSITION AUTHORITY,  
ALABAMA DEPARTMENT OF  
ARCHIEVES AND HISTORY**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: October 18, 2006  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW**