
DISTRICT RECORDS AND REPORTS

The increasing complexity of both the law and the processes of governing a school district require the board of education to assure itself that the financial and educational operations of the district are recorded and reported in strict accordance with New Jersey and federal law.

Therefore, the superintendent shall make available to the board each year at the regular meeting following the organization meeting a comprehensive list of legally mandated school district financial and other records and reports. The list shall identify the requesting agency and the date due. Subsequent notification of compliance shall be presented as part of the appropriate reports at regular meetings of the board.

The superintendent shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, dissemination, copying, storing and ultimately the destroying of all such records in accordance with applicable law.

Availability to the Public

District records which are open to the public will be made available by the board secretary during business hours after sufficient notice has been given of a person's wish to view them. Copies may be made at a price not to exceed that set by statute. Documents must be viewed in the presence of the board secretary/designee and shall not be removed from the viewing place for any reason.

Date: February 11, 2004

Legal References:

N.J.S.A. **10:4-6 et seq**

N.J.S.A. 18A:4-14

N.J.S.A. **18A:7A-11**

N.J.S.A. 18A:11-2

Open Public Meetings Act

Uniform system of bookkeeping for school districts

**Annual report of local school district; contents;
annual report of commissioner; report on**

improvement of basic skills

Power to sue and be sued; reports; census of school children

See particularly:

<u>N.J.S.A.</u>	18A:11-2b	
<u>N.J.S.A.</u>	18A:17-7 through -12	Secretary to give notices and keep minutes, etc.
<u>N.J.S.A.</u>	18A:17-28Ie)	Duties of business manager
<u>N.J.S.A.</u>	18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u>	18A:17-36	Accounting; monthly and annual reports
<u>N.J.S.A.</u>	18A:17-46	Act of violence, report by school employees, notice of action taken; annual report
<u>N.J.S.A.</u>	18A:36-19	Pupil records, creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u>	47:1A-1 et seq	Examination and copies of public records ("Open Public Records Act")

See particularly:

<u>N.J.S.A.</u>	47:1A-1.1-5	
<u>N.J.S.A.</u>	47:3-15 et seq	Destruction of Public Records Law
<u>N.J.A.C.</u>	2:36-1.1 et seq	Child Nutrition Programs
<u>N.J.A.C.</u>	6:3-1.6	Reporting and staffing of school district
<u>N.J.A.C.</u>	6:3-6.1	Pupil Records

See particularly:

<u>N.J.A.C.</u>	6:3-6.2(g), -6.8	
<u>N.J.A.C.</u>	6:8-2.1	Quality assurance annual report
<u>N.J.A.C.</u>	6:-2.2	School level planning
<u>N.J.A.C.</u>	6A:16-5.3	Incident reporting of violence, vandalism and substance abuse
<u>N.J.A.C.</u>	6A:23-2.1 et seq	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
<u>N.J.A.C.</u>	6A:2707.9	Vehicle records
<u>N.J.A.C.</u>	6A:30-1.1 et seq	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u>	15:3.2	State records manual

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education.

Matawan Ed. Ass'n v. Matawan-Aberdeen Ed. B., 212 N. J. Super. 328

Laufgas v. Barnegat Twp. Bd. of Ed., 1987 S.L.D. 2442, aff'd St. B. 1988 S.L.D. 2496

Horner v. Kingway Regional, 1990 S.L.D. 752

Beatty v. Chester Bd. of Ed., 1999 S.L.D. (Sept.)

Manual for the Evaluation of Local School Districts (September 2002)

Possible Cross References:

3543	Office services
3571	Financial reports
4112.6	Personnel Records
4212.6	Personnel Records
5125	Pupil records
5131.5	Vandalism/violence
6142.2	English as a second language; bilingual/bicultural
6171.3	At-risk and Title 1
6171.4	Special education
9322	Public and executive sessions
9326	Minutes