
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: April 11, 1990

Legal References:

<u>N.J.S.A.</u>	18A:4-14	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u>	18a:11-2B	Power to sue and be sued; reports; census of school children
<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:17-28(e)	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.A.C.</u>	6:8-3.2	Annual Reports
<u>N.J.A.C.</u>	6:8-4.3(a) 2ii	Evaluation of elements and standards (school and community relations)
<u>N.J.A.C.</u>	6:8-4.3(a) 7i, 7ii, 7iii	Evaluation of elements and standards (mandated programs)

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. Board of Education of the Township of Barnegat, Ocean County, 1987 S. L. D. December 30, 1987

