

POLICY TITLE: CUSTODY OF AGENCY RECORDS AND FILES

All official documents in custody of the Canyon-Owyhee School Service Agency (COSSA) shall be kept under lock and key, and shall be maintained by the Director. These records shall include administrative correspondence, memos, and personnel evaluations. These records are the property of the Agency and shall not be removed from the premises without written consent of the Board of Trustees or subpoena by the court.

CONFIDENTIAL FILES

All data relating to employee status, performance and qualifications shall be kept in the confidential files of the Director, along with all pertinent information that the Director deems necessary.

Employee personnel records shall be considered confidential and shall be accessible only during regular office hours, and limited to the following:

1. The employee concerned
2. The Program Administrator
3. The Executive Director
4. Members of the Board of Trustees

STUDENT FILES

Parental and student rights of inspection, review, hearing, and privacy of records shall in all events be protected and fall within the scope of the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380 (20 UC 12329).

Basically, the law provides for the:

1. Rights of parents to inspect all school records concerning their child and the right to challenge those records, and
2. The rights of the parents and child to prevent the dissemination of information by the Agency about the student to unauthorized persons or organizations.

REMOVAL OF RECORDS

The request for removal of any file or record shall be made in writing to the Board for their approval, and a removal form (Form 203-1) shall be signed by the person making the request, and the Director or Clerk. Both the Director and Clerk must sign if either of them initiates a request.

TRACKING OF ACCESS TO RECORDS

An Access and Tracking Log (Form 203-2) shall be kept for all files to provide:

1. Time and Date inspected
2. Signatures of persons viewing record
3. Reason for access

LEGAL REFERENCE:

Family Educational Rights and Privacy Act 1974, P.L. 93-380 (20 UC 12329)

ADOPTION: **Originally adopted 7/28/86;**
 Revised and adopted 9/17/2012

CANYON-OWYHEE SCHOOL SERVICE AGENCY

REMOVAL OF FILES (Form 203-1)

Whereas _____ has secured
Name
permission from the Board of Trustees at their _____ Board
Date
meeting, the following files were removed on _____ by
Date
_____.
Name

Signatures: _____
Person Requesting File

Witnesses: _____
Director

Clerk

Files Removed:

Canyon-Owyhee School Service Agency

Access and Tracking Log (Form 203-2)

Name	Position	Reason for Access	Date