

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 chief school administrator shall present 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 chief school administrator shall formulate rules, regulations and procedures, in cooperation with those responsible, to implement the gathering, recording, disseminating, 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.

Adopted: November 11, 2002

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  
See particularly:  
N.J.S.A. 18A:11-2b  
N.J.S.A. 18A:17-7  
through -12  
N.J.S.A. 18A:17-28(e)  
N.J.S.A. 18A:17-35  
N.J.S.A. 18A:17-36  
N.J.S.A. 18A:36-19  
  
N.J.S.A. 47:1A-1 et seq.  
  
N.J.S.A. 47:3-15 et seq.

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  
  
Secretary to give notices and keep minutes, etc.  
Duties of business manager  
Records of receipts and payments  
Accounting; monthly and annual reports  
Pupil records; creation, maintenance and retention, security and access; regulations; nonliability  
Examination and copies of public records (Right to Know Law)  
Destruction of Public Records Law

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<u>N.J.A.C. 2:36-1.1 et seq.</u>	Child Nutrition Programs
<u>N.J.A.C. 6:3-1.6</u>	Reporting and staffing of school districts
<u>N.J.A.C. 6:3-6.1 et seq.</u>	Pupil Records
<u>See particularly:</u>	
<u>N.J.A.C. 6:3-6.2(g), -6.8</u>	
<u>N.J.A.C. 6:8-2.1</u>	Reporting requirements
<u>N.J.A.C. 6:8-2.2</u>	School level planning
<u>N.J.A.C. 6A:23-2.1 et seq.</u>	Double Entry Bookkeeping and GAAP Accounting in Local School Districts
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 15:3-2</u>	State records manual

Annual Data Collection Plan, New Jersey State Department of Education

Records Retention Schedule, New Jersey State Department of Education

Matawan Regional Teachers Association v. Matawan-Aberdeen Bd. of Ed., 212 N.J. Super. 328 (Law Div. 1986)

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

Horner v. Kingsway 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 (August 2000)