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**Records Management**

The intent of this policy is to meet the requirement of O.C.G.A. § 50-18-99, The Georgia Records Act, as amended in 1981, and to more efficiently operate the Okefenokee RESA.

In carrying out this policy, the Okefenokee RESA Executive Director or designee shall plan, coordinate, implement, and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Such procedures shall be followed on a consistent basis throughout all RESA programs/departments and shall provide for accurate and effective production or records and/or the prevention of routine destruction of records related to a legal claim that may be made against the Okefenokee RESA.

The Okefenokee RESA Executive Director shall designate a staff member who will coordinate and perform the responsibilities for implementing a Records Management Program as envisioned under the Act.

Retention of records will be based on the legal, fiscal, administrative, and historical needs of the record.

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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Note:** *The State of Georgia has moved the Georgia Code. This new environment no longer allows us to link directly to the Georgia Code. For example enter 20-02-0211 in the search window and the Georgia Code will appear.*

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A 50-18-0070	<a href="#">Inspection of public records</a>
O.C.G.A 50-18-0071	<a href="#">Right of access to make photographs or reproductions</a>
O.C.G.A 50-18-0072	<a href="#">When public disclosure is not required</a>
O.C.G.A 50-18-0099	<a href="#">Records management programs for local governments</a>
O.C.G.A 20-2-0160	<a href="#">Determination of enrollment; determination of funding</a>
O.C.G.A 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development; submission of budget</a>
O.C.G.A 20-02-0210	<a href="#">Annual performance evaluation of all school personnel</a>
O.C.G.A 20-02-0057	<a href="#">Organization of LBOEs; chairperson and secretary; quorum; record of proceedings</a>
O.C.G.A 24-09-0047	<a href="#">Disclosure of AIDS confidential information</a>
O.C.G.A 31-22-0009.1	<a href="#">HIV tests – Who may perform test</a>
<b>US Code</b>	<b>Description</b>
20 USC 1232g	<a href="#">Family Educational Rights and Privacy Act of 1974 (FERPA)</a>

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**Adopted: August 23, 2017**