

1.8 Governing Board Records Policy

The Board of KC International Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1.8.1. Custody of Records

SECTION 1.8.1.1. All official records of the Governing Board shall be kept and safeguarded by the superintendent who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 1.8.2. Inspection of Records

SECTION 1.8.2.1. Governing Board records such as official minutes of the Board, written policies, and financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 1.8.2.2. Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the custodian of record or other persons responsible for the custody of confidential files.

SECTION 1.8.3. Records Retention

SECTION 3.1. The Governing Board shall follow the school's records retention schedule, which is compliant with state records retention mandates.