

SECTION VII INFORMATION SERVICES

7.01 INFORMATION SERVICES

- A. Information Services is a support service that deals with the preparation, processing, storage, retrieval, and documentation of all information in the school system.
- B. Information Services functions in an advisory and support capacity to the Superintendent of Schools, Clay County School District Staff, Students, and Parents.
- C. Information Services is responsible for the overall control and performance of the following information systems:
 - 1. Student Information System
 - 2. Financial Information System
 - 3. Operational Information System
 - 4. Personnel Information System
 - 5. WAN/LAN Support System
 - 6. E-mail System
- D. Services to be provided by Information Services include:
 - 1. Programming Support
 - 2. Computer Hardware Support
 - 3. Computer Software Support
 - 4. Instructional Technology Support
 - 5. Records Management
 - 6. Automated Data Processing

7.02 REPORTS AND FORMS MANAGEMENT CONTROL SYSTEM

- A. As a component of the Information System in this district, a reports and forms management control system shall be implemented under the direction of the Director of Information Services.

B. FUNCTION

This system shall be responsible for the coordination and control of forms currently in use within the school district. It shall also coordinate state and federal reports.

C. AUTHORITY

All district forms used by programs or offices under the jurisdiction of the School Board of Clay County shall be subject to the procedures developed by this system which shall have the authority to review and approve, or deny, the use of all such forms. Decisions made by this system may be appealed to the Director of Information Services and the Superintendent.

D. DEFINITION

A form shall be defined as any form, memorandum, letter, or method which requests, in two or more work locations, district staff to collect, maintain, and/or report items of information.

E. REPORTS-CONTROL AND FORMS-CONTROL MANAGEMENT SYSTEM COMMITTEE

Pursuant to Chapter 1008, Florida Statutes, a district reports-control and forms-control management system committee shall be established and composed of a majority of classroom teachers appointed by the bargaining agent and school administrators appointed by the School Board. This committee shall be responsible for periodically recommending procedures to the School Board for eliminating, reducing, revising and consolidating paperwork and data collection requirements and submit to the School Board an annual report of it findings. (Ref. F.S. 1008.385)

7.03 PRIVACY

Due caution shall be exercised to protect the privacy of the records of individuals in accordance with State and Federal Standards.

7.04 RECORDS AND E-MAIL RETENTION AND DISPOSAL

- A. The School Board hereby adopts the records retention schedules published by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management as set forth in publications including but not limited to GS1-SL, and GS7 as amended from time to time.
- B. The Superintendent, through the Chief Information Officer, in collaboration with the Deputy Superintendent and the various Assistant Superintendents and divisions shall establish a system of guidelines for the retention and destruction of district school records in order to reduce the space required for record storage. Guidelines shall be drafted to include all applicable record retention laws and shall be amended as needed.
- C. Records which are designated as permanent in Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed only after being photographed or reproduced on film or stored on a Board approved electronic media in accordance with Rule Chapters 1B-24 and 1B-26, Florida Administrative Code. Photographs or micro-photographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and when authenticated, shall be treated as originals for the purpose of admissibility in evidence and record retention.
- D. After complying with the provisions of Florida Statutes, the Superintendent is authorized, at his/her discretion to destroy general correspondence over three (3) fiscal years old and other records, papers, and documents over three (3) fiscal years old which are on the

retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained five (5) fiscal years. Destruction of other records shall be in accordance with the retention timelines and schedules set forth in the guidelines promulgated by the Superintendent or his/her designee.

- E. The School Board recognizes that e-mail is a media type which has no specific retention period. The retention period for e-mail documents is determined by the content of the e-mail. The policies for the retention/disposition of e-mail documents are as follows:
1. **PERSONAL MESSAGES** - Personal and private e-mail, jokes, spam, chain letters, advertisements and other correspondence which would come under the classification as “junk mail” are not classified as public records. Accordingly, such correspondence shall be deleted immediately upon receipt. E-mail considered personal should be printed out and maintained separate from the e-mail account.
 2. **TRANSITORY MESSAGES** - E-mail which is intended for the communication of information only, and is not intended to set policy, establish guidelines or procedures, certify transactions, become a receipt or to formalize or perpetuate knowledge is considered “Transitory” in nature. E-mails which meet these parameters shall be deleted as soon as practicable once the individual recipient has obtained the information from the communication and has determined that the e-mail is obsolete, superseded or has lost its administrative value.
 3. **RETAINED MESSAGES** - All e-mail not classified as Category 1 or 2 as set forth in the preceding paragraphs shall be retained according to the established retention/destruction guidelines promulgated by the Superintendent or his/her designee in accordance with Department of State Guidelines. Space for storage of such e-mails is of paramount importance. Accordingly, e-mail documents which must be retained should be printed out and stored in paper form in folders specifically created by each individual for such a purpose or stored in electronically created e-mail folders which are clearly labeled “Subject To Public Disclosure”. Because each e-mail category has a specific retention period, e-mails with like retention periods (two years, three years, etc.) shall be stored in the same folder in chronological order thereby facilitating destruction as retention periods expire. In all instances in which e-mail documents or correspondence originated within the district, i.e. employee to employee e-mail, which must be retained pursuant to this sub-paragraph, the record copy shall be retained and maintained by the employee who originated the correspondence. In all instances in which e-mail documents were received from or sent to an e-mail address outside of the district e-mail system, and which must be retained pursuant to this sub-paragraph, the record copy of both the sent e-mail and the received e-mail shall be retained and maintained by the employee who either sent or received said e-mail.
 4. **CONFIDENTIAL MESSAGES** - The use of e-mail for the transmission of confidential information such as confidential student information, identifiable student information, student records and confidential personnel information is discouraged though allowed when carried out in accordance with guidelines adopted by the Instructional Division and Human Resources. In the event that such

information is transmitted by e-mail, it must be retained and should be printed out and stored in paper form in a student's records or in the appropriate personnel record or, as an alternative, sequestered in an electronically created e-mail folder that is clearly identified and labeled as either student records or personnel records and labeled "Confidential-Not Subject To Public Disclosure". The individual charged with the responsibility of maintaining the record copy of all such correspondence or documents identified in this sub-paragraph shall be determined in the same manner as is set forth in sub-paragraph "3".

5. **PROCESSING REQUIREMENTS** - All e-mail shall be processed in accordance with these policies, by the individual holder of the e-mail account, such that all e-mail is either deleted, printed and filed, or segregated into a file folder as set forth herein no later than fifteen (15) days after receipt of an e-mail document or correspondence. Failure to follow these policies shall result in suspension of e-mail privileges.

(Ref. F.S. 1001.41, Adopted: 05/15/08)