

**GENERAL ADMINISTRATION**

**Policy 1510**

**Office Methods and Data Management**

**Records**

**Custodian of District Records**

The Board of Education will designate the custodian of District records who shall maintain, protect, and make such records accessible to authorized persons.

Board approved on 4/15/2010

Board reapproved on 2/16/2012

Board reapproved on 4/16/2012