



Second Reading of Revised Board Policy 3580, District Records

Board Meeting
September 16, 2021
Agenda Item No. 11.1

Presented by: Raoul Bozio, In-House Counsel
Bob Lyons, Chief Information Officer

Revision of BP 3580 (District Records)

- State and federal law require that the District develop a secure document management system that provides for the storage, retrieval, archiving, and destruction of District documents. Such documents include electronically stored information (e.g., emails).
- The current version of the policy was adopted in 1998 and was last revised in 2001.

Revision of BP 3580 (District Records)

- The proposed policy is intended to address the District's document management system, including instances of a breach of security of District records.
- Revisions set forth how staff and others should store, retrieve, archive, and destroy documents and how they should handle breaches of security of District records.

Revision of BP 3580 (District Records)

- Revisions include (but are not limited to):
 - Ensuring employees receive information about the District's document management system
 - Processes for notification of breaches of security of District records

Q & A