



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-03.04
DATE: April 1, 2008
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SUPERSEDES: NONE

SUPERINTENDENT DIRECTIVE

SUBJECT: CUSTODIAN OF RECORDS

AUTHORITY: Chapter 552, Texas Government Code

APPLICABILITY: Windham School District (WSD or District)

POLICY:

It is the policy of the Windham School District to designate a custodian of student records. The custodian shall act as the WSD representative in certifications of records maintained in student permanent record files.

It is the policy of the WSD to designate a custodian of employee records. The custodian shall act as the WSD representative in certifications of records maintained in employee permanent record files.

PROCEDURES:

- I. The Superintendent designates the Administrator of Counseling and Testing as the Custodian of student Records for the purpose of maintenance and certification of the permanent student records file.
- II. The Superintendent designates the Director of Human Resources as the Custodian of employee Records for the purpose of maintenance and certification of the permanent employee records file.
- III. The Custodians of Records may designate Deputy Custodians of Records to act in conjunction with or in the absence of the Custodian with the approval of the Superintendent.

- IV. It is the responsibility of the Custodians and Deputy Custodians of Records to certify to courts, law enforcement agencies, governmental agencies and other similar entities that any copy of a record provided to the entity by the Custodian is a true and correct copy. These certifications must be under hand and seal of the WSD as required by applicable law.

Debbie Roberts, Superintendent
Windham School District