



# First Reading of Revised Board Policy 3580, District Records

Board Meeting  
September 2, 2021  
Agenda Item No. 10.1

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