

**BOARD POLICY**  
**Administrative Records**

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**Descriptor Code: CN**

The state's open records law requires that all state, county, and municipal records except those declared confidential by law or the courts, must be open to inspection by any citizen at a reasonable time and place.

The Cherokee County System complies with the Georgia Records Management Act. The Superintendent or designee shall be the records coordinator. The system shall provide proper maintenance and security for its records.

The records retention schedule adopted by the Board shall be adhered to in the retention and disposal of records.

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**ADOPTED: August 2, 2001**

**Cross Ref.: BE – School Board Records**

**Cherokee County Board of Education**