

TYPES AND CATEGORIES OF RECORDS
MAINTAINED BY THE SCHOOL DISTRICT

- Board Governance Records, including but not limited to:
 - Board meeting calendars
 - Board meeting notices
 - Board meeting agendas
 - Board meeting minutes
 - Board correspondence
 - District and school report cards
 - Board policies and procedures

- Fiscal and Business Management Records, including but not limited to:
 - Audits
 - Levy resolution and certificate of tax levy
 - Line-item budget
 - Grant documents
 - Account statements
 - Invoices
 - Insurance information
 - Accounts payable list
 - Contracts
 - Legal notices
 - FOIA requests
 - Bidding specifications
 - Requests for proposals
 - Related correspondence

- Personnel Records, including but not limited to:
 - Employment contracts
 - Salary schedules
 - Staff rosters
 - Staff handbook
 - Collective bargaining agreements
 - Payroll information
 - Personnel file materials
 - Job descriptions
 - Evaluation plans and forms
 - Related correspondence

- Instruction-Related Records, including but not limited to:
 - Accountability documents
 - Calendars
 - Student handbooks
 - Curriculum guides
 - Learning outcomes
 - Special education procedures
 - Related correspondence

- Student Records