

DISSEMINATION AND PRESERVATION OF POLICIES

Date Reviewed/Approved: 10/04/2004 *Policy Number:* 2430

Rescinds Policy Number: BDD

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The superintendent is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the board and any accompanying administrative procedures or memoranda.

All policies adopted by the board of education will be maintained in a policy manual and available electronically which will constitute a public record and which will be open for inspection at the board of education offices during regular office hours. In addition, the superintendent will ensure that all board members and employees have convenient access to copies of current policies.

All policy manuals distributed remain the property of the board and will be deemed to be “on loan” to any person or organization and are subject to recall at any time deemed necessary for purpose of amendment, rescission, or recodification.

Legal Reference: G.S. 115C-36