

NJPSA



EDUCATION

LAW

PRIMER

CHAPTER 4 RECORDKEEPING REQUIREMENTS



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EDUCATION LAW PRIMER

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INTRODUCTION:

School districts have a duty to accurately maintain and protect the confidentiality of pupil records under both state and federal law. School districts also have wide ranging recordkeeping duties for other types of records, including personnel records, financial records and in some cases e-mails between school employees. Advances in technology, such as the reliance on e-mail, the use of the Internet by school districts and the prevalence of electronic recordkeeping, have altered the legal landscape. Recent legislation, including the federal No Child Left Behind Act and the state Open Public Records Act have significantly altered the nature and extent of this role. This Chapter of the NJPSA Education Law Primer is intended to provide an overview of the major responsibilities that school districts and school administrators have in the area of recordkeeping. *The NJPSA Education Law Primer is not intended to provide legal advice. NJPSA members should contact NJPSA's Legal Department and/or their board attorney for advice on specific legal issues.*