

## **DISSEMINATION AND PRESERVATION OF POLICIES**

*Policy Code:*

**2430**

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

A physical policy manual will be kept at the board of education to serve as the official policy manual of the board and will be available for inspection by the public during regular office hours. An electronic duplicate of the official policy manual will be accessible through the school system website. The board intends that the official physical manual and the electronic duplicate will have identical content at all times. However, should a discrepancy between the two arise, it will be resolved in accordance with the board's most recent action of the policy. ~~All policies adopted by the board of education will be maintained in both electronic and physical form. The electronic form shall be accessible through the school system website. The physical form shall be kept in a policy manual that will constitute a public record that will be open for inspection at the board of education offices during regular office hours. The board will endeavor to keep both the electronic policies on the website and the physical policy manual updated with the most recent policies adopted by the board. Any discrepancies between the policies on the website and in the physical manual shall be resolved in accordance with the board's most recent action on the policy.~~

The superintendent or designee shall update both the physical policy manual and the electronic copy in a timely manner as new policies are adopted and existing policies are revised or rescinded by the board. The superintendent shall also ensure timely upkeep of any copies of the manual that have been distributed in physical or electronic form. The superintendent shall ensure that all board members and employees have convenient access to copies of the board's policies.

All physical policy manuals distributed remain the property of the board, 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 References: G.S. 115C-36

Cross References: Policy Development (policy 2410)

Adopted: January 10, 2013