

**DISSEMINATION
AND PRESERVATION OF POLICIES**

Policy Code: **2430**

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 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 the policy manual.

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 purposes of amendment, rescission, or recodification.

Legal References G.S. 115C-36

Cross References:

Adopted: August 9, 2004