**Business and Noninstructional Operations** BP 3580(a)

**COLLEGE AND CAREER ADVANTAGE REGIONAL OCCUPATIONAL PROGRAM RECORDS**

College and Career Advantage (CCA) Regional Occupational Program records shall be developed, maintained, and disposed of in accordance with law and California Department of Education regulations.

*(cf. 1340 - Access to District Records)*

*(cf. 3440 - Inventories)*

*(cf. 4040 - Employee Use of Technology)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

The Executive Director shall establish regulations that define records which are permanent, optional, and disposable and specify how each type of record is to be maintained or destroyed. Any photographic, microfilm, or electronic copies of original records shall be permanently retained.

The Executive Director shall ensure the confidentiality of records as required by law and shall establish regulations to safeguard data against damage or loss.

**Safe at Home Program**

CCA public records shall not include the actual addresses of students, parents/guardians, or employees when a substitute address is designated by the Secretary of State pursuant to the Safe at Home program. (Government Code 6206, 6207)

When a substitute address card is provided pursuant to this program, the confidential, actual address may be used only to establish CCAresidency requirements for enrollment and for school emergency purposes.

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*Legal Reference: (see next page)*

*EDUCATION CODE*

*35145 Public meetings*

*35163 Official actions, minutes and journal*

*35250-35255 Records and reports*

*44031 Personnel file contents and inspection*

*49065 Reasonable charge for transcripts*

*GOVERNMENT CODE*

*6205-6211 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking*

*6252-6265 Inspection of public records*

*12946 Retention of employment applications and records for two years*

*PENAL CODE*

*11170 Retention of child abuse reports*

 BP 3580(b)

**COLLEGE AND CAREER ADVANTAGE REGIONAL OCCUPATIONAL PROGRAM RECORDS** (continued)

*Legal Reference: (continued)*

*CODE OF REGULATIONS, TITLE 5*

*432 Varieties of pupil records*

*16020-16022 Records-general provisions*

*16023-16027 Retention of records*

*EDUCATION CODE*

*35145 Public meetings*

*35163 Official actions, minutes and journal*

*35250-35255 Records and reports*

*44031 Personnel file contents and inspection*

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*CODE OF REGULATIONS, TITLE 5*

*432 Varieties of pupil records*

*16020-16022 Records-general provisions*

*16023-16027 Retention of records*

*Management Resources:*

*SECRETARY OF STATE PUBLICATIONS*

*Letter re: California Confidential Address Program Implementation (SB 489), August 27, 1999*

*WEB SITES*

*California Secretary of State: http://www.ss.ca.gov/safeathome*

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