

## CHAPTER 6.00 - PERSONNEL

### Records and Reports

6.42

All School Board employees shall maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, School Board rules, and Board approved job descriptions, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records include but are not limited to student attendance, property inventory, personnel, financial, facilities or equity reports and other types of information. Reports shall be submitted on forms prescribed for such purposes at designated intervals or on specified dates. All such reports shall be filed by the designated time. Failure to timely submit required reports may subject the responsible employee to discipline.

**STATUTORY AUTHORITY:** 1001.41, F.S.

**LAWS IMPLEMENTED:** 1001.42; 1012.53, F.S.

**HISTORY:** Adopted: 08/18/98  
Revision Date(s): 08/08/06; 10/08/13;  
7/09/19