

**RECORDS AND REPORTS****6.31\***

All School Board employees shall faithfully and accurately maintain records and file reports as may be required by Florida Statutes, State Board of Education rules, and School Board rules, or as the Superintendent may deem necessary for the effective administration of the District school system. Such records shall include student attendance, property inventory, personnel, school funds 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. The Superintendent may withhold any salary warrants until the required report is submitted in acceptable form. School Board employees who resign shall receive the final salary warrant when all reports are current and officially checked.

**STATUTORY AUTHORITY:****1001.41, 1012.22, 1012.23, F.S.****LAW(S) IMPLEMENTED:****1001.43, 1012.22, 1012.53, F.S.****HISTORY:****ADOPTED: 6/12/2007****REVISION DATE(S): \_\_\_\_\_  
FORMERLY:**