

## **DATA MANAGEMENT**

**P8630**

Information for the effective management of fiscal personnel, student and instructional affairs must be efficiently maintained for the daily administration of the school district. The primary function of data management activities is to process and channel data in a timely and accurate manner in a form usable to offices and departments within the district.

The Superintendent is authorized and directed to develop and implement comprehensive systems for data management. The Superintendent will have overall responsibility for data management, but may designate the officials to perform management duties. Such duties should include maintenance of a comprehensive set of written procedures for the flow of information necessary for the Board, Superintendent, and other school personnel to carry out their responsibilities, and plans for backup and security of district data.

Revised January 2008

Renumbered from P7540 – September 2015