



**Official Policy
of
Ogden Preparatory Academy**

2. Administration

2.03.POL Records Management Policy

Effective/Revision Date: 12/14/2007

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Purpose

To provide guidelines on appropriate procedures on records management.

Policy

In regards to records management, Ogden Preparatory Academy will follow all State and Federal laws and guidelines.

Document History

Approved: 12/14/2007

Legal References

none