



APPROVED BY THE

DEC 10 2025

MetroED
GOVERNING BOARD

METROPOLITAN EDUCATION DISTRICT

RESOLUTION #02-12-10-2025

RESOLUTION OF THE GOVERNING BOARD OF THE METROPOLITAN EDUCATION DISTRICT AFFIRMING THE DIGITIZATION AND RECLASSIFICATION OF PERSONNEL FILES

WHEREAS, the Governing Board of Metropolitan Education District hereby determines that in accordance with BP 3580 and in supporting the Human Resources Department transition to digital repositories the Board designates existing paper copies of Certificated, Classified, Unrepresented, and Management personnel files, heretofore designated as Class 1 permanent records, be reclassified as Class 3 disposable records upon completion of the digitization process as such those newly reclassified Class 3 disposable records shall be destroyed in accordance with AR 3580; and

WHEREAS, upon adoption of this resolution, the board will recognize digital personnel files as Class 1 permanent records to be retained indefinitely in accordance with code or regulations Title 5 16022

NOW, THEREFORE, BE IT RESOLVED that the Metropolitan Education District Board of Trustees affirms the digitization and reclassification of personnel files.

PASSED AND ADOPTED by the Governing Board of Metropolitan Education District as a regular meeting held on the 10th day of December, 2025, by the following vote:

AYES: J. Manuel Herrera, Linda Goytia, Jim Canova, Katherine Tseng, & Brian Wheatley

NOES: n/a

ABSENT: Chris Norwood

ABSTAIN:

Metropolitan Education District
Governing Board President