



**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