



Records Management Policy

Approved: 10 October 2007

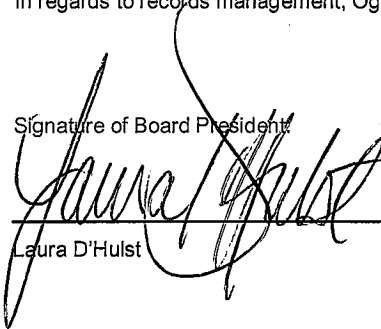
PURPOSE

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.

Signature of Board President

 12/14/07

Laura D'Hulst

Date