

1 The superintendent shall establish and maintain an orderly plan for preserving and making  
2 accessible the policies adopted by the [Transylvania County Board of Education \(the “board”\)](#)  
3 and any accompanying administrative procedures or memoranda.  
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5 All policies adopted by the board will be maintained in both electronic and physical form. The  
6 electronic form shall be accessible through the school system website. The physical form shall  
7 be kept in a policy manual that will constitute a public record that will be open for inspection at  
8 the board of education offices during regular office hours. The board will endeavor to keep both  
9 the electronic policies on the website and the physical policy manual updated with the most  
10 recent policies adopted by the board. Any discrepancies between the policies on the website and  
11 in the physical manual shall be resolved in accordance with the board’s most recent action on the  
12 policy.  
13

14 The superintendent shall ensure that all board members and employees have convenient access to  
15 copies of the board’s policies.  
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17 All physical policy manuals distributed remain the property of the board, will be deemed to be  
18 “on loan” to any person or organization, and are subject to recall at any time deemed necessary  
19 for purpose of amendment, rescission, or recodification.  
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21 Legal References: G.S. 115C-36  
22

23 Cross References:  
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25 Adopted:  
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