
Note: For employee and student use of district technology resources, see CQ.

**Public Information
on Private Device**

A current or former board member or employee of a district who maintains public information on a privately owned device shall:

1. Forward or transfer the public information to the district or a district server to be preserved as provided by Government Code 552.004(a); or
2. Preserve the public information in its original form in a backup or archive and on the privately owned device for the time described under Government Code 552.004(a).

The Board member or employee remains the “temporary custodian” of all such records. Any government records created or received by a temporary custodian belong to the government employing them or for which they serve. Upon request by the public information officer, the Board member or employee must surrender that information within 10 days. See Government Code 441 and Penal Code Section 27.10 (Tampering with Governmental Records).

Gov’t Code 522.004(b) [See GB]