

**SUBJECT: RECORDS OFFICER****Records Access Officer**

The Records Access Officer shall be responsible for handling all requests of official records of the Board of Cooperative Educational Services in accordance with established law, rules and regulations. (Refer also to Policies [#2310 -- Public Access to Records](#) and [#6320 -- Student Records: Access and Challenge](#).)

**Records Management Officer**

A Records Management Officer shall be appointed by the Board, and shall be responsible for providing information in accordance with state regulations. (Refer also to [Policy #4570 -- Records Management](#).)

**Records Retention and Disposition Officer**

A Records Retention and Disposition Officer shall be appointed by the Board, and shall be responsible for the retention and disposition of records in accordance with state regulations.

Adopted: 7/10/02