

SUBJECT: RECORDS MANAGEMENT

A records management officer shall be designated by the District Superintendent, subject to the approval of the BOCES Board. Such records management officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program.

Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for the records of elementary and secondary educational institutions, is hereby adopted for use by all officers in disposing of BOCES records listed therein.

- a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention period described therein;
- b) Every effort will be made to preserve records with administrative, fiscal, legal, or historical value, beyond the minimum established time period.

Appropriate regulations and procedures shall be developed.

8 New York Code of Rules and Regulations
(NYCRR) Section 185
Public Officers Law Section 65-b
Local Government Records Act of 1987

NOTE: Refer also to [Policy #1318 -- Records Officers](#).

Adopted: 7/10/02