

**Board of Education Policy**

**RECORDS MANAGEMENT**

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A records management officer shall be designated by the Superintendent of Schools, subject to the approval of the Board of Education. 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. The District's legal counsel, the fiscal officer, and the Superintendent of Schools or his/her designee may comprise the Advisory Board.

The Superintendent shall develop appropriate procedures.

**Retention and Disposition of Records**

The Superintendent shall retain records for such a period and dispose of them in the manner described in Retention and Disposition Schedule for New York Local Government Records (LGS-01).

**Reference:** 8 New York Code of Rules and Regulations  
(NYCRR) Section 185  
Arts and Cultural Affair Law, Article 57-a Local Government Records Law,  
§57.19 Local government records management program

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