RECORDS MANAGEMENT AND ACCESS

I.   Records Retention

   A.   The Oriskany Central School District (the District) retains records in accordance with *Article 57-A of the Arts & Cultural Affairs Law*. To ensure that these records are properly preserved, the Board of Education (the Board) adopts the Retention and Disposition Schedule for the New York Local Government (LGS-1).

   B.   The District's Records Management Officer is:

          ~~Kevin Sommer, School Business Administrator~~
          Michelle Tikalsky, School Business Executive
          Oriskany Central School District
          1313 Utica Street
          Oriskany, NY 13424
          (315) 768-2052
          ~~ksommer@oriskanycsd.org~~
          mtikalsky@oriskanycsd.org

   C.   The Board ~~of Education~~ authorizes the Superintendent to establish procedures for the retention and disposition of records that are not governed by LGS-1.

II.   Public Access to Records

   A.   The District makes records available to the public in accordance with the *New York State Freedom of Information Law*.

   B.   The District's Records Access Officer is:
          ~~Kevin Sommer~~, School Business Administrator
          Oriskany Central School District
          1313 Utica Street
          Oriskany, NY 13424
          (315) 768-2058
          ksommer@oriskanycsd.org

   C.   The Superintendent or their designee shall ~~promulgate~~ develop regulations or internal procedures that define the duties of the Records Access Officer, a procedure to notify an employee when a FOIL request for their disciplinary records has been received, and to establish any additional regulations or procedures to ensure that the District complies with the requirements of the *Freedom of Information Law*.

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