

RECORDS MANAGEMENT AND ACCESS

I. Records Retention:

- A. The Waterville 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 Records Retention and Disposition Schedule for the New York Local Government (LGS-1).
- B. The District Records Management Officer is :

School Business Official
Waterville Central School District
381 Madison Street
Waterville, NY 13480
(315) 841-3913
- 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:

Payroll Manager
Waterville Central School District
381 Madison Street
Waterville, NY 13480
(315) 841-3912
- C. The Superintendent shall promulgate regulations that define the duties of the Records Access Officer and establish procedures to ensure that the District complies with the requirements of the *Freedom of Information Law*.

Waterville Central School District

Legal Ref: Arts & Cultural Affairs Law § Article 57-A; Public Officers' Law Article 6; NYS Education Law §§ 2116 & 2116-a; 8 NYCRR 185.12, Appendix I.

Adopted: 11/23/10 Reviewed: 01/08/19

Revised: 01/14/14, 04/27/21, 05/11/21, 03/05/24