

# POLICY

2018

5670

Non-Instructional/Business  
Operations

## **SUBJECT: RECORDS MANAGEMENT**

A Records Management Officer shall be designated by the Superintendent, subject to the approval of and appointment by the Board of Education. The 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. The Records Management Officer will work with other District officials in the development and maintenance of the records management program.

A Records Advisory Board may be created by the District to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

### **Retention and Disposition of Records**

The Records Management Officer shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1; or as otherwise approved by the Commissioner of Education.

### **Replacing Original Records with Microforms or Electronic Images**

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility and intelligibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

### **Retention and Preservation of Electronic Records**

The District shall ensure that records retention requirements are incorporated into any program, plan, or ~~and~~ process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law Article 57-A  
8 New York Code of Rules and Regulations (NYCRR) Part 185

Adopted Date: 2/15/18