

SCHOOL DISTRICT RECORDS

NOTE: Public Officers Law 87(1)(b) requires every school district to have rules and regulations pertaining to the availability of records and procedures to be followed. Those rules must include, but are not limited to the times and places the records are available, the person from whom such records may be obtained and the fees for copies of records.

In addition, the Local Government Records Law, which is contained in the Arts and Cultural Affairs Law, requires that a records management officer be appointed and that public records be maintained and preserved in a particular way. Pursuant to this law, the Commissioner has created the Records Retention and Disposition Schedule ED-1. Before any records listed on Schedule ED-1 may be disposed of, the Board of Education must formally adopt the Schedule ED-1.

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Ref: Public Officers Law 84 *et seq.* (Freedom of Information Law)
Education Law 2116
Arts and Cultural Affairs Law 57.11
Local Government Records Law, Article 57-A
8 NYCRR Part 185 (Appendix I)