

Non-Instructional/Business  
Operations

## **SUBJECT: RECORDS MANAGEMENT**

The Superintendent will designate a Records Management Officer, subject to Board approval, ~~Such records management officer shall to develop and~~ coordinate ~~the development of and oversee a program for the~~ the District's orderly and efficient records management program. Among other aspects, this program includes ~~ing~~ the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will ~~be given the authority and responsibility to~~ work with other ~~local~~ District officials ~~at all levels in the development and maintenance of the records management~~ to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee.

~~The Superintendent shall develop appropriate regulations and procedures.~~

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

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, ~~established pursuant to Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.~~ or as otherwise approved by the Commissioner of Education.

~~Special Approvals for Disposition of Records Not Included in Schedule/Records Damaged by Natural or Manmade Disasters~~

~~Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.~~

### **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 ~~Digital images of public records may be stored on electronic media, and such electronic records may~~ replace paper originals or micrographic copies. ~~of these records. To ensure accessibility and intelligibility for the life of these records, the School District shall follow the procedures prescribed by the Commissioner of Education.~~

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

The District will ensure that record retention requirements are incorporated into any program, plan, or 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.

8 NYCRR Part 185

Adopted: 8/5/96

Revised: 11/23/09, 1/08/18