

POLICY

2014

Community Relations

SCHOOL DISTRICT RECORDS

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 and submit to the Board for approval, regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent shall designate, with Board approval, a Records Access Officer, a Records Appeal Officer and a Records Management Officer.

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.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.) In addition, destruction of records will be appropriately documented.

Litigation Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the Records Management Officer, to ensure that, when appropriate a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery in a litigation. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to establish procedures to implement this policy.

The Superintendent or designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Cross-ref: 5450.1, Notification of Sex Offenders
 5500, Student Records
 6630, Financial Reports and Statements
 8111, Reporting of Hazards

POLICY

2014

Community Relations

Ref: Public Officers Law §84 et seq.
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
Federal Rules of Civil Procedure, 16, 26
8 NYCRR Part 185 (Appendix I)

Adoption date: July 2003
Revised/Adopted: 2/08/12
Revised/Adopted: 12/12/12
Revised/Adopted: 1/22/14