

POLICY

2020

5670

Non-Instructional/Business
Operations

SUBJECT: RECORDS MANAGEMENT

The District will dispose of records in a timely, systematic manner, by following retention and disposal guidelines in applicable law and regulations. The Board appointed Records Management Officer is responsible for coordinating the development of and overseeing a program for the orderly and efficient management of records, including legal disposition or destruction of obsolete records.

Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Replacing Original Records with Microforms or Electronic Images

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

Retention and Preservation of Electronic Records

The District will ensure that records 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.

Arts and Cultural Affairs Law Article 57-a
8 NYCRR Part 185

Adoption Date: 10/21/2013
Revised Date: 01/25/2021