

## 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 District 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 also shall designate, subject to Board approval, a records management officer as required by law.

### Retention and Destruction of Records

The Board hereby adopts as policy the Records Retention and Disposition Schedules 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 shall 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.

References: 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)

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