Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1318 – RECORDS OFFICERS

Records Access Officer
The Records Access Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for handling all requests of records under the Freedom of Information Law of the BOCES in accordance with the law, rules and regulations.

Records Management Officer
A Records Management Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for providing information in accordance with the law, rules and regulations.

Records Retention and Disposition Officer
A Records Retention and Disposition Officer shall be appointed by the Board at the annual reorganizational meeting and shall be responsible for the retention and disposition of records in accordance with the law, rules and regulations.

Policy References:
Refer also to Policies #2310 -- Public Access to Records and #6320 -- Student Records: Access and Challenge.
Refer also to Policy #4570 -- Records Management.

Adopted: 7/13/99
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