Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4570 – RECORDS MANAGEMENT

A records management officer shall be designated by the District Superintendent, subject to the approval of the Board. Such records management officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. BOCES legal counsel, the fiscal officer, and the District Superintendent/designee may comprise the Advisory Board.

Records Retention and Disposition Schedule LGS-01, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for the records of all New York municipalities/government institutions, is hereby adopted for use by all officers in disposing of BOCES records listed therein.

a) Only those records will be disposed of that are described in Records Retention and Disposition Schedule LGS-01 after they have met the minimum retention period described therein;

b) Records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established time periods.

Regulations and procedures shall be developed for this policy.

8 New York Code of Rules and Regulations (NYCRR) Section 185

Public Officers Law Section 65-b

Local Government Records Act of 1987

Policy References:
Refer also to Policy #1318 -- Records Officers.

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