

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

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 official records of the BOCES in accordance with established 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 state 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 state 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

Revised: 9/15/10

Reviewed: 8/21/2013

Revised: 8/17/2016

Reviewed: 9/18/2019

Reviewed: 8/17/2022