

RECORDS MANAGEMENT

Pursuant to the Education Law and General Municipal Law, all school districts are required to maintain both books and records in a manner consistent with the regulations of the State Education Commissioner. In satisfaction of these statutory mandates, the District, at the discretion of the Board of Education, may employ or contract for the preparation of records management. Such services shall be completed by competent persons, firms, or corporations using applicable records management systems.

In accordance with this policy, the Superintendent of Schools shall designate a Records Management Officer who will oversee the orderly and efficient management of District records. Such designation shall be subject to the approval of the Board of Education.

All records, books, and papers belonging to the office of any District officer shall be the property of the South Colonie Central School District. Such records will be open for inspection by any qualified voter of the District, and in accordance with the Freedom of Information Law. Inspections shall not be inconsistent with other provisions of this manual.

Retention and disposition of school records shall be completed in accordance with the Regulations of the Commissioner of Education. No records of any form or type may be destroyed until the minimum retention period has elapsed.

Reference: Education Law §2116; 2116-a
General Municipal Law §36

Cross-Reference: 6160, Records Management
6160.8, Regulations following thereafter

Revised: November 20, 2001