

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 public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent of Schools shall annually recommend and the Board of Education shall appoint a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board of Education hereby adopts as policy the Records Retention and Disposition Schedules as promulgated by the Commissioner of Education, setting forth the minimum length of time school district records must be retained.

Cross-References: 5500, Student Records
6600, Fiscal Accounting and Reporting
6630, Financial Reports and Statements
8111, Reporting of Hazards
9510, Personnel Records

References: Public Officers Law §84 et seq.
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
8 NYCRR Part 185

POLICY ADOPTED: July 24, 1996
REVISED: April 11, 2001

WAYNE CENTRAL SCHOOL DISTRICT
Ontario Center, New York 14520