

**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 and submit to the Board for approval, regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent also shall designate, subject to Board approval, a records management officer as required by 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.

Adopted: December 15, 1998