

RECORDS MANAGEMENT

I. RECORDS RETENTION:

- A. The BOCES retains records in accordance with “*Retention and Disposition Schedule for New York Local Government Records*” and known as *LGS-1*. To ensure that these records are properly preserved, the Board of Education adopts the Records Retention and Disposition Schedule issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records.
- B. The Board of Cooperative Educational Services authorizes the Superintendent to establish procedures for the retention and disposition of records that are not governed by LGS-1.

II. PUBLIC ACCESS TO RECORDS:

- A. The BOCES makes records available to the public in accordance with the *New York State Freedom of Information Law*.
- B. The BOCES’ Records Access Officer is:

Assistant Superintendent for Business
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board
of Cooperative Educational Services
20104 NYS Route 3
Watertown, New York 13601
Telephone: (315) 779-7000
- C. The Superintendent shall approve regulations that define the duties of the Records Access Officer and establish procedures to ensure that the BOCES complies with the requirements of the *Freedom of Information Law*.

Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services
Legal Ref: Article 57-A of the Arts & Cultural Affairs Law; Article 6 of the Public Officers’
Law; Education Law §§ 2116, 2116-A; 8 NYCRR §185.12.
Adopted: 07/15/97
Revised: 06/21/17; 05/12/21