

## **SCHOOL DISTRICT RECORDS**

**It is the practice of the Berlin Central School District to take measures to help ensure that all information disseminated to all individuals not employed by the District and the public at-large regarding department policies, programs and activities is accurate, comprehensive and complete. District publications, records, and information may be released in hard-copy or in electronic format.**

**Whenever practical, District staff will release electronic documents and information in a format that cannot be manipulated by the recipient. This practice will help ensure that official District documents are not altered after release.**

### **I. Freedom of Information Law**

It is the policy of the Berlin Central School District Board of Education to inform members of the public about the administration and operation of the District's school and programs in accordance with the Freedom of Information Law (FOIL) of the State of New York. **Certain procedures may be required for proper response to requests for documents and records under the state's freedom of information law.**

The Superintendent of Schools shall develop and implement regulations that assure compliance with FOIL and that govern the procedures to be followed in order to obtain access to District records. The Superintendent also shall designate, subject to Board approval, a records management officer, as required by law.

### **II. 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.

#### **References**

Public Officers Law Secs. 65-a, 65-b, 84 et seq.

Education Law Secs. 1708(3), 2116

Arts and Cultural Affairs Law Sec. 57.11

8 N.Y.C.R.R. 185

Records Retention and Disposition Schedule ED-i (SED: 1997)