

OGDENSBURG CITY SCHOOL DISTRICT  
OGDENSBURG, NEW YORK

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SUBJECT: Resolution to Adopt New York State Education Department's Records Retention and Disposition Schedule ED-1

DATE: August 10, 2020

REASON FOR BOARD CONSIDERATION:

Before records disposition can take place, the governing body, i.e. the Ogdensburg City School District Board of Education, must formally adopt the New York State Education Department's Record Retention and Disposition Schedule ED-1.

ANALYSIS AND CONCLUSIONS:

It is recommended that the Board of Education adopt the New York State Education Department's Record Retention and Disposition Schedule ED-1. The New York State Education Department's Record Retention and Disposition Schedule ED-1 indicates the minimum length of time that local officials must retain their records before they may be disposed of legally. The purpose of the schedule is to ensure that records be retained as long as needed for administrative, legal and fiscal purposes; to ensure that state record series with enduring historical and other research value are identified and retained permanently and to encourage and facilitate the systematic disposal of unneeded records.

RECOMMENDED ACTION:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_ that, having the recommendation of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby adopt the New York State Education Department's Record Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law (NYS Archives). In accordance with Article 57-A, only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein; and only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods, be and is hereby adopted this 10<sup>th</sup> day of August 2020.

APPROVED FOR PRESENTATION TO THE BOARD:

  
Superintendent

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