

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Final Review and Adoption of Revised Board of Education Policy/Regulation #5670: Records Management

DATE: February 1, 2021

REASON FOR BOARD CONSIDERATION:

The Board of Education must review and approve all policies and regulations of the Ogdensburg City School District.

FACTS AND ANALYSIS:

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

RECOMMENDED ACTION:

Moved by _____ and supported by _____
that, having the approval of the Superintendent of Schools, the Board of Education of the Ogdensburg City School District does hereby adopt the Revised Board of Education Policy #5670: Records Management, this 1st day of February 2021.

APPROVED FOR PRESENTATION TO THE BOARD:


Superintendent

SUBJECT: RECORDS MANAGEMENT

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law Article 57-a
8 NYCRR Part 185

Adopted by the Ogdensburg City School District on: February 1, 2021

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Non-Instructional/Business
Operations

SUBJECT: RECORDS MANAGEMENT

Records Management Program

The District's records management program is an ongoing, coordinated, administrative effort to systematically manage its records from initial creation to final disposition. This program may include procedures and details regarding how to: legally dispose of obsolete records; identify, administer, and ensure access to records of enduring value; file and index information; use technology to create, manipulate, or store information; store and manage inactive records that are no longer needed for the District's day-to-day business; store and retain records on microform, electronically, or otherwise; oversee the creation and use of forms, correspondence, and other records; work with third parties to protect, preserve, or store records; and protect vital records.

Designation of Records Management Officer (RMO)

The Superintendent will initially designate a District employee to be the RMO. The Board will approve and appoint the RMO. If the RMO position becomes vacant, the District will designate a new RMO within 60 days. Within one month of any designation, the Board will notify the Commissioner of Education of the RMO's name, title or position in the District, and contact information.

Records Management Officer Duties

The RMO will develop, coordinate, and promote the District's records management program in consultation and cooperation with other District officials. The RMO's duties include, but are not limited to:

- 1) Recommending and guiding the development and application of records management practices for District employees;
- 2) Coordinating the continuous disposition of obsolete records in accordance with legal requirements and the District's records retention and disposition schedule;
- 3) Recommending appropriate retention periods for any records not covered by the records retention and disposition schedule to the Commissioner of Education;
- 4) Coordinating the storage and management of inactive records, those no longer needed for the conduct of the District's day-to-day business;
- 5) Reviewing and providing recommendations on requests for records-storage equipment;
- 6) Participating in the development of, reviewing proposals for, or coordinating any micrographic or electronic information systems used to retain or preserve records; and
- 7) Organizing or coordinating a program for identifying, administering, and using records of enduring value.

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SUBJECT: RECORDS MANAGEMENT (Cont'd.)

Retention and Record Disposition

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. If any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Records not listed on this schedule will not be disposed of without the Commissioner of Education's approval. Further, records whose retention periods have not expired that have been damaged by natural or manmade disaster, to the extent that the information contained in them is substantially destroyed or obliterated or constitute a human health or safety risk, also require the Commissioner of Education's prior approval before disposition.

Replacing Original Records with Microforms or Electronic Images

The District will follow the Commissioner's regulations for replacing original records with microforms or electronic images. This includes ensuring that when a microform will replace an original record, the microform meets established resolution and density standards to ensure that the film and copies made from it will be clear and legible and that the film will be viable in the long-term.

Retention and Preservation of Electronic Records

- 1) The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records.
- 2) The District will ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire. In the case of archival electronic records, the District, in consultation with the State Archives, must determine that the records will remain usable and accessible by ensuring that the records are retained in currently available file formats and by creating adequate documentation of the records and their systems as defined in the Commissioner of Education's regulations.
- 3) The District will develop and maintain up-to-date documentation about all permanent or archival electronic records sufficient to:
 - a. Specify all technical characteristics necessary for reading and processing the records;
 - b. Identify all defined inputs and outputs from the system;
 - c. Define the contents of the files and records;
 - d. Determine restrictions on access and use;

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SUBJECT: RECORDS MANAGEMENT (Cont'd.)

- e. Understand the purposes and functions of the system;
 - f. Describe update cycles or conditions and rules for adding information to the system, changing information in the system, or deleting information; and
 - g. Ensure the ongoing retention of records by the District.
- 4) The District will prepare and store in a secure off-site facility copies of archival electronic records to safeguard them against loss.
- 5) For electronic media that contain permanent or archival electronic records, the District will institute maintenance procedures to:
- a. Verify that the media are free of permanent potentially damaging errors;
 - b. Rewind under constant tension all tapes at least every two years;
 - c. Annually test a 3% statistical sample of all units of media to identify any loss of data and to discover and correct the causes of data loss;
 - d. Copy immediately onto new media any permanent or archival electronic records stored on media containing a significant number of errors or showing signs of physical degradation;
 - e. Copy all permanent or archival electronic records onto new media before the media are expected to fail and always before the media are ten years old; and
 - f. Prepare external labels to identify each media unit, the name of the organizational unit responsible for the records, and the records title.

Record Storage

The District will secure the Commissioner of Education's approval before entering into a contractual agreement to store its records in facilities that it does not own or maintain.