

RECORDS MANAGEMENT

I. Records Retention:

- A. The Board of Cooperative Educational Services (BOCES) retains records in accordance with *Article 57-A of the Arts & Cultural Affairs Law*. To ensure that these records are properly preserved, the BOCES Board of Education adopts the Retention and Disposition Schedule for the New York Local Government (LGS-1).
- B. The BOCES' Records Management Officer is:

Director of Finance
6678 County Road 32
Norwich, NY 13815
Phone: 607-335-1200
- C. The BOCES Board of Education authorizes the District 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:

Robin Winchester, Clerk of the Board
DCMO BOCES
6678 County Road 32, Norwich, NY 13815
Phone: (607) 335-1257
Email: boardclerk@dcmoboces.com
- C. The District Superintendent shall promulgate 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*.

Delaware-Chenango-Madison-Otsego Board of Cooperative Educational Services

Legal Ref: Arts & Cultural Affairs Law Article 57-A; Public Officers' Law Article 6; NYS Education Law §§2116 & 2116-a; 8 NYCRR 185.15 Appendix L.

Adopted: 04/28/94, 08/27/98, 08/25/05

Revised: 11/07/18, 01/06/2021