

**SUBJECT: RECORDS MANAGEMENT****Initial Designation of Records Management Officer**

- 1) The District shall, in writing, designate one (1) local officer to be Records Management Officer.
- 2) The Board of Education shall notify the Commissioner of Education, in writing, of the name, title or position in the District, mailing address and telephone number of the designated Records Management Officer within one (1) month of such designation.

**Vacancy in the Position of Records Management Officer**

- 1) Whenever a vacancy shall occur in the position of Records Management Officer, a replacement shall be designated within sixty (60) days.
- 2) Within one (1) month of such designation, the Superintendent shall notify the Commissioner of Education, in writing, of the records management officer's name, title or position in the District, mailing address and telephone number.

**Responsibilities of the Records Management Officer**

The Records Management Officer's job is varied and often complex. Regulations implementing the law state that "the records management officer shall initiate, coordinate and promote the systematic management of the District's records in consultation with records custodians." Duties of the Records Management Officer according to regulations include:

- 1) Recommending and guiding the development of records management practices for local government employees;
- 2) Coordinating the continuous disposition of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposition schedules;
- 3) Recommending to the Commissioner of Education suitable retention periods for any records not covered by records retention and disposition schedules;
- 4) Coordinating the storage and management of inactive records (those no longer needed for the conduct of day-to-day business of the District);
- 5) Reviewing and making recommendation on requests for storage equipment;
- 6) Participating in the development of, reviewing proposals for, or coordinating any micrographics or automated data processing systems;
- 7) Organizing or coordinating a program for the identification, administration and use of records of enduring value.

**Other Activities May Include**

- 1) Surveying and analyzing existing records. Surveying records means checking storage areas and containers to determine what records exist regardless of physical format (paper, microfilm,

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computer tape or disk), where they are located, what condition they are in, how old they are, and what information they contain. An analysis of these record holdings will indicate which ones are obsolete and may be disposed of; which are needed for current use; and, which have enduring legal, fiscal, administrative or historical value and should be retained permanently.

- 2) Conferring regularly with colleagues and department heads to determine their records management needs. How long does the department or agency need a particular records series to conduct routine business? How often do staff refer to the files for information? Has the office retained files longer than applicable State Archives' Records Retention and Disposition Schedules or the local government's needs require? How do officials dispose of out-dated information? The Records Management Officer and the department heads should work together to answer these questions.
- 3) Conducting meetings when problems arise, or when the Records Management Officer has an agenda item to be reviewed by the Board. Situations may occur where Records Management Officer will need the advice of the Board, or its assistance in gaining support for the program.
- 4) Keeping colleagues informed about records management techniques and the records management program. Workshops, manuals and other publications can provide this valuable information. The Records Management Officer may develop educational programs to present to staff and colleagues.
- 5) Consulting with New York State Archives and Records Administration (SARA) as often as advisory services to all school districts in New York State, except New York City. Professional organizations such as the Society of American Archivists (SAA), the Association of Records Managers and Administrators (ARMA) and the National Association of Government Archivists and Records Administrators (NAGARA) may also be contacted.
- 6) Reporting the economic advantages and the tax dollar savings which the records program provides to other government officials and the public whenever possible. Various public information tools, such as news releases, annual reports, newsletters and the news media may be used to publicize the records program.

Adopted: 6/16/99

Amended: 4/11/2007