

**Clinton-Essex-Warren-Washington BOCES****School District Records**

The Board of Cooperative Educational Services (BOCES) shall comply with the Freedom of Information Law (FOIL) of the State of New York. Regulations to access and provide BOCES records through the FOIL process are outlined in the School District Records Regulation -1120R, and the Application for Public Access to Records-1120E.

The BOCES will also be in compliance with the Open Meetings Law Section 103(e) by making applicable records available prior to BOCES Board meetings. The law addresses two types of records to be made available. First, those that are required to be made available pursuant to FOIL, and second, proposed resolutions, law, rules, regulations, policies, or amendments thereto that are scheduled to be the subject of discussion at a Board meeting. This information shall be posted on the BOCES website to the extent practicable. The website will be maintained regularly, and applicable records as set forth in Open Meetings Law Section 103(e) will be posted prior to the Board meeting in which the records will be discussed. The applicable records will also be available through the FOIL process.

***Retention and Destruction of Records:***

The Board hereby adopts as policy the Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of New York's Arts & Cultural Affairs Law, and containing legal minimum retention periods for local government records.

The Records Access Officer, Records Management Officer and Records Appeal Officer shall be appointed by the BOCES at its annual meeting.

Adopted June 22, 2016