



OTSEGO NORTHERN CATSKILLS
BOCES

RECORDS MANAGEMENT

POLICY

and

PROCEDURES





Records are one of ONC BOCES most valuable assets. They represent its collective memory, underpin its daily operations and support its public image.

Records management is the systematic control of records in an efficient and economical manner throughout their life cycle. ONC BOCES' records management program has the broad purpose of maintaining records to support its continuation of activities and to provide evidence of past activity. The specific objectives of the records management program are the creation of reliable and accurate records for both legal and operating purposes, the security and preservation of authentic records, the efficient access and retrieval of records and the timely disposition of records.

ONC BOCES is a local government organization under statutory and policy requirement to maintain records in accordance to law and regulation. To this end, this manual of policy and procedures for records management has been developed.

This manual serves two purposes. It states ONC BOCES records management policy as a guide and reference for direction in the administration of the organization's records. Secondly, it sets forth essential procedures for the efficient, effective and economical creation and use of ONC BOCES records.

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I Records Management Program

I.1 Records Management Manual

I.1.1 Purpose of the Records Management Manual

The purpose of this manual is to provide guidance in the creation, use, retention, storage, retrieval and destruction of ONC BOCES' records.

I.1.2 Revision of the Records Management Manual

The records management manual shall be reviewed for necessary revision by a committee appointed &/or selected by the Records Management Officer as needed. Suggestions for revision of or additions to the policies and procedures are welcomed by anyone.

I.1.3 Numbering System for the Records Management Manual

The records management manual has a numbering sequence designed to accomplish three goals:

- a. make it possible for users to find a section of the manual with ease
- b. allow for unlimited additions to any section of the manual
- c. avoid the need for page numbers and, therefore, allow for easy expansion of parts of the manual

The numbering system outlines the hierarchy of the manual.

Each part of a section's unique number is separated from the others by a period.

The numbering system:

- I. Roman numerals, marking a major section of the manual
 1. an Arabic numeral, marking a subsection (one topic)
 2. an Arabic numeral marking a part of a subsection
 - a. a small letter marking items within a part

I.1.4 Dating of the Records Management Manual

The date of an item's revision or an addendum will be notated with that item.

I.1.5 Access of the Records Management Manual

ONC BOCES shall provide access to the Records Management Manual through its website.

I.2 Records Management Program Explanation

I.2.1 Concept of Records Management

Records management is the systematic management of information recorded in or on any medium. It is a process that encompasses the life cycle of a record through its creation, organization, maintenance, use and legal disposition.

It is the aim of ONC BOCES to effectively manage its records to ensure a sound business process, to comply with legal regulations and to maintain information which will benefit its students and employees.

Records management is ONC BOCES' obligation as its records are public property belonging to the citizenry of New York State. Public records protect the interests and rights of the taxpayers. As a local government agency, ONC BOCES is responsible for the maintenance and preservation of its records.

I.2.2 Benefits of a Records Management Program

A records management program will:

- a. ensure that records management is a continuing administrative function of ONC BOCES and not just a periodic housekeeping function
- b. provide a clear, legal basis for actions pertaining to records and a clear definition of who is responsible for the varying aspects of the record management program
- c. demonstrate the commitment to, as well as the significance and legal basis of, the records program
- d. show the public and taxpayers the serious intent of ONC BOCES to maintain accessible, usable and reliable records

I.2.3 Records Management Program Objectives

ONC BOCES records management program has the following objectives:

- a. to ensure the creation of records that contain accurate, complete and usable information
- b. to prevent the creation of unnecessary records
- c. to retain records needed for legal, fiscal and administrative purposes
- d. to store records safely and securely in a cost effective fashion that supports retention, access, retrieval and archival preservation
- e. to preserve archival records through microfilming on a regular basis
- f. to ensure quick retrieval of information through efficient access and retrieval systems
- g. to ensure the systematic legal disposition of obsolete records
- h. to ensure the proper use of information technology to create, access, store, retrieve and use records
- i. to ensure support of archival records for community use
- j. to ensure that records management is recognized as all ONC BOCES' employees' responsibility and that records management is integrated throughout the organization's operations in the normal course of business

I.3 Records Management Program Responsibility

I.3.1 Program Planning

It is the policy of ONC BOCES that the District Superintendent, with the Board's approval, shall designate a Records Management Officer for the BOCES. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records. – ONC BOCES Board policy 1120R I.2

I.3.2 Records Management Training

The Records Management Officer shall ensure that staff has adequate records management training.

Department heads shall be responsible for informing the Records Management Officer of training needs for both newly employed and existing staff.

I.3.3 Information Technology Training

The Instructional Support Services Department or its equivalent shall provide training programs to staff in the appropriate use of computer applications as they apply to records management.

I.3.4 Records Management Consultation

The Records Management Officer shall make her/himself available to assist departments and staff in the efficient management of their records. The Records Management Officer shall research necessary information from the appropriate source(s) for departments and staff.

I.4 Records Management Officers

I.4.1 Appointment of the Records Management Officers

It is the policy of ONC BOCES that the District Superintendent, with the Board's approval, shall designate a Records Management Officer and a Records Access Officer for the BOCES. – ONC BOCES Board policy 1120R I.2.

I.4.2 Duties of the Records Management Officer

It is the policy of ONC BOCES that the Records Management Officer will develop and oversee a program for the orderly and efficient management of district records. – ONC BOCES Board policy -1120-R I.2.

I.4.3 Duties of the Records Access Officer

It is the policy of ONC BOCES that the Records Access Officer will receive requests for records of the Board of Education and make those records available when requests are granted. The Records Assess Officer will also compile and maintain a detailed and current listing of all records in the possession of the Board. – ONC BOCES Board policy – 1120-R I.1

II Creation of Records

II.1 Official Copies of Records

II.1.1 Definition of a Record

ONC BOCES policy defines a record as any information kept, held, filed, produced or reproduced by, with or for the BOCES in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes. – ONC BOCES Board policy 1120R II.1

II.1.2 Designation of Records as Official Copy

An official copy is the SINGLE copy of a document designated as the official copy for reference and preservation. Office schedules will identify official copies of records.

Official copies may be created in any media.

II.1.3 Microfilm as Official Copy

The microfilm version of any record converted to microfilm will be considered the official copy.

II.1.4 Electronic Records as Official Copy

Records retained in electronic format shall be considered official copy if the location, file name and operating platform are identified for inclusion in the Index of Records. Official records retained in electronic format shall be reviewed annually by the Network/System Administrator or its equivalent to determine continuing access to the records. Official records held in electronic format shall be migrated as necessary to maintain access.

II.1.5 E-mail as Official Copy

The pervasive use of e-mail throughout the BOCES for the transmittal of information requires that users recognize their value as records. It is a best business practice to copy e-mail that requires retention to an office folder.

E-mail retained as official record must:

- a. maintain its metadata
- b. retain any attachments
- c. retain the full body of the message

Currently ONC BOCES is retaining all in-coming and out-going e-mails.

See ONC BOCES policy 8630-R for the complete text of e-mail policy and procedures.

II.1.6 Unofficial Copies of Records

Any copy that is not the official copy of record is an unofficial copy. Since ONC BOCES does not treat unofficial copies as records, any department may destroy such records whenever they are no longer needed. There is no need to complete a destruction authorization form in such circumstances. Staff is required to ensure the protection of privacy when destroying unofficial copies of records through shredding or other means of destruction that guarantees confidential information is rendered unreadable. ONC BOCES will not accept unofficial copies for storage.

II.2 Standards for Records Creation

II.2.1 Required Media for Official Records

Official records may be produced on any media.

II.2.2 Standards for Paper Records

Official copies on paper shall be printed on white paper using a high contrast ink unless it is a form originating from another agency or organization and/or by law or regulation must differ.

II.2.3 Standards for Electronic Records

Official records held in electronic format must be in programs supported by the BOCES systems in order to provide access.

Migration of official electronic records from systems or programs in jeopardy of becoming unreadable must be made to provide continued accessibility throughout their retention period to accessible programs.

II.2.4 Hardware & Software Standards

It is recommended that all ONC BOCES business for the digital/electronic creation and use of records be conducted on hardware and with programs provided or approved by the BOCES. ONC BOCES policy 4526-R regulates the use of off-site access to the organizations network.

II.3 Custody of Government Records

All departments and staff must understand that the records they use in their daily work are not their personal records. The records are maintained by ONC BOCES' personnel for the benefit of the public.

II.3.1 Ownership of Government Records

All active and inactive records are owned by ONC BOCES.

II.3.2 Custody of Active Records

All active records are the custody of ONC BOCES.

II.3.3 Custody of Inactive Records

All inactive records are the custody of ONC BOCES.

III Retention of Records

III.1 Retention Schedules

Retention schedules define the minimum length of time a record must be kept to meet a legal, administrative, fiscal or historical purpose. The schedule ED-1 addresses the vast volume of records ONC BOCES may create or possess. Office schedules, adapted from the schedule ED-1 are retention schedules tailored to address the records specific to any one office.

III.1.1 Adoption of Appropriate Retention Schedules

The ONC BOCES Board of Education has adopted for use in the management of its records the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law. - ONC BOCES Board policy 1120

ONC employees are required to adhere to the retention periods of the ED-1 schedule and other regulatory schedules as it relates to their department's records.

III.1.2 Documenting Extensions to Minimum Retentions

ONC BOCES may extend the minimum retention period of any record series.

Any extension must be clearly marked in the appropriate office retention schedule.

III.1.3 Exceptions to General Retention Rules

ONC BOCES is obligated to adhere to laws regulating the retention and disposition of records when and if that law requires a longer retention period than the adopted ED-1 schedule. – Article 57-A of the Arts and Cultural Affairs Law (57.25)

III.1.4 Office Retention Schedules

Office retention schedules for all ONC BOCES' departments shall be developed in accordance with the ED-1 or other regulatory schedule. Office schedules may be revised without approval to maintain accuracy.

Office retention schedules, at minimum, shall indicate:

- a. the records created &/or used by the department, identified by record series title or if desired by its common or office title
- b. a description of each record series taken from the ED-1 or other appropriate schedule
- c. which records are official copies
- d. the format of the record (i.e. paper, electronic or other)
- e. the active or in-office retention period – that period of time a record is to stay in the office before being transferred to inactive storage
- f. the total retention period
- g. the ED-1 schedule number
- h. any notation of extended retention
- i. the organization or filing method that the records are to be maintained in (i.e. – alphabetical, alphanumeric, chronological or other)

See Appendix A for office schedules.

IV ACCESS and RETRIEVAL of RECORDS

Access refers to the ability to locate information, not permission. Easy and efficient access is dependent upon the maintenance and use of catalogs, indices or other finding aids.

Retrieval is the process of locating information placed in storage and returning it to use.

IV.1 Active Records

An active record is a record that is used in sufficient frequency to justify it being kept, on paper or in accessible electronic format, in the office of creation or use.

Files can be classified as subject or case files. Subject files are a collection of records relating to the same topic such as an action, event, person or place. A case file is a collection of records relating to a particular situation or investigation affecting administrative action.

IV.1.1 Files Management Practices

Files management is essential to the operation of ONC BOCES. Files should be readily available, consistently arranged, economically maintained and properly disposed of in accordance with the retention schedule.

Files management & organization should follow the record's function and individual office schedule.

Basic and efficient file management practices:

- a. consistently use the same size and type of folder
- b. use consistency in labeling
- c. do not overfill folders
- d. establishes file breaks
- e. follow office retention schedules
- f. use "File Out" cards
- g. file records with the most current in front
- h. do not keep duplicate copies
- i. file frequently
- j. routinely purge

IV.1.2 Coordinating Filing Rules for Electronic and Paper Files

The records filing system used for paper and electronic records should mirror one another.

IV.1.3 Filing Rules

It is a best business practice that each office determine and document its filing rules. This will provide understanding, consistency and efficiency.

The business standards for alphabetic and numeric filing can be found in Appendix B.

IV.1.4 Filing System

The system or order of files is individual to each department and shall be notated on the office schedule.

IV.1.5 Production of Index to Records

The Records Management Officer shall maintain an Index of Records. The index shall list all records placed in inactive storage. Records shall be listed according to subject matter (i.e.- payroll, personnel, student, ...) as established and/or amended to aid access and retrieval. The index shall list the record series, date, retention period, schedule number, location and earliest legal disposition date of the record. A detailed description of a particular record series is recommended if necessary to distinguish it from other similar files in storage.

IV.2 Confidentiality of Records

The ONC BOCES Employee Handbook states that the "sharing of any confidential information with anyone, including other BOCES employees, is on a strict need to know basis only."

Records containing confidential information can include but is not limited to records pertaining to students, employees, medical claims, policy and bargaining information.

Confidential or private information does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

Confidentiality of records must be maintained at all times.

IV.2.1 Student Records

It is the legal responsibility of ONC BOCES to protect the confidentiality of student records. The BOCES ensures confidentiality through compliance with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations. Details regarding student records can be found in Board policy 5500.

IV.3 Public Access to Records

According to New York State's Freedom of Information Law (Public Officers Law, Article 6, Section 84) "...a free society is maintained when government is responsive and responsible to the public, and when the public is aware of governmental actions....The people's right to know the process of governmental decision-making and to review the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted...."

ONC BOCES complies with the Freedom of Information Law and commits itself to open government in accordance to the New York Codes, Rules and Regulations as evidenced in Board Policy 1120-R.

IV.4 Inactive Records

An inactive record is one that is not used in the day-to-day course of business. Generally, inactive records are placed in storage out of the office of creation or use but remain accessible for legal, historical or operational purposes until legally destroyed.

IV.4.1 Determining What Records to Transfer to Inactive Storage

Staff should refer to the office schedule to determine which records are to be placed in inactive storage.

IV.4.2 Preparing Records for Transfer to Inactive Storage

Paper records must:

- a. be boxed in standard sized cardboard cartons, 10"x12"x15"
- b. be packed upright
- c. be of the same or close destruction dates
- d. be removed from binders and have all clips removed – separate files with paper or flags if necessary

Electronic records must:

- a. be in an accessible program

IV.4.3 Inactive Storage Authorization Form

All records regardless of medium shall be listed on an Inactive Storage Authorization form before being placed in inactive storage. These forms shall be maintained by the Records Management Officer and used to create and update the Index of Records.

The Inactive Storage Authorization form shall note:

- a. the office or department requesting storage
- b. the date of request
- c. the date of the record series
- d. the name of the record series
- e. a brief description of the records if not readily identifiable by its title
- f. the schedule number for the series
- g. the retention period of the series
- h. the earliest legal date of disposition
- i. the location or box number

The Inactive Storage Authorization form must be signed and dated by the department head before records will be accepted into storage.

See Appendix C for the Inactive Storage Authorization form and instructions.

IV.4.4 Box & File Labeling

Boxes containing paper records shall be labeled so that the label clearly states:

- a. the record series
- b. the record series date
- c. the retention period
- d. the schedule number
- e. the earliest legal disposition/destruction date
- f. the name of the individual packing the box
- g. the date and name of the individual accepting the box into inactive storage
- h. the box number – the same number on the Inactive Storage Authorization form

Files containing electronic records shall indicate the above information a. through e. and:

- f. the name of the individual filing the record
- g. the date the record is placed into storage
- h. the program the record is held in
- i. the server identity

See Appendix D for storage labels and instructions.

IV.5 Retrieval of Records

IV.5.1 Retrieval

Records in inactive storage are kept in secure locations. Entrance into inactive storage locations is strictly regulated. The retrieval of both paper and electronic records is based on a tiered security system.

IV.5.2 Record Retrieval

To retrieve records, complete and submit a Records Retrieval Request form. A records retrieval request form must be used for all record formats.

IV.5.3 Catskill Area School Employees Benefit Program (CASEBP) Records Retrieval

CASEBP administrators, processors and staff are exempt from filing a Records Retrieval Request form to access and retrieve claims, eligibility and/or membership status or other medical records of current or past CASEBP members. CASEBP employees are at all times to adhere to the Health Insurance Portability and Accountability Act (HIPAA) as it regards members' medical records.

IV.5.4 Records Retrieval Form

The Records Retrieval Request form will include:

- a. the name of the individual requesting the record
- b. the date of the request
- c. the title or the record series requested
- d. the location of the record requested – box number or file identification found in the Index of Records
- e. acceptance date with signature of requestor
- f. notation of copies made
- g. the signatures of the department heads from the department requesting the record and the department responsible for the official copy
- h. return date with signature of the Records Management Officer

See Appendix E for the Records Retrieval Request form and instructions.

V. DISPOSITION of RECORDS

V.1 Records Disposition

The disposition of records can mean either their destruction or their formal donation to another organization after the records have met their legal retention period.

V.1.1 Importance of Documenting Disposition

ONC BOCES documents all record dispositions:

- a. to document records disposition in accordance with retention requirements
- b. to document authorization by department heads
- c. to document authorization by the Records Management Officer
- d. to document actual disposition and/or destruction

V.1.2 Authority to Dispose of Government Records

Through the adoption of the *Retention and Disposition Schedule ED-1* the governing board of ONC BOCES effectively authorized the disposition of records. – ONC BOCES Board policy 1120 Management of records includes their destruction regardless of medium.

No ONC BOCES records shall be destroyed or disposed of without authorization from the appropriate department head and the Records Management Officer.

V.1.3 Records Destruction Authorization Form

Records authorized to be destroyed must be listed on a Records Destruction Authorization form indicating the following:

- a. the department requesting destruction
- b. the date of request
- c. the record series
- d. the date of the series
- e. the schedule number and retention period of the series
- f. the signatures of the appropriate department head and the Records Management Officer
- g. the signature of the witness to destruction and the date of destruction.

See Appendix F for the Records Destruction Authorization form and instructions.

V.1.4 Disposition of Local Government Records

When the legal minimum retention period of a record held in storage and listed on the Index of Records has been reached the Records Management Officer will notify the appropriate department head. A listing of expired records will be submitted to the department head on a Records Destruction Authorization form for review and approval. Approval for destruction will be indicated by the department head's signature.

Active records, those maintained in-office, having reached their retention period shall be listed on a Records Destruction Authorization form and submitted to the department head and Records Management Officer for review and approval.

The Records Management Officer will arrange for the appropriate disposition or destruction of approved records.

V.1.5 Disposition Day

ONC BOCES shall conduct agency wide disposition and/or destruction of approved records during the month of October. Destruction of records at other times throughout the year will take place at the discretion of the department head and the Records Management Officer.

V.1.6 Methods of Destruction

Paper records shall be destroyed in a manner adequate to ensure that the record cannot be recreated.

Records on electronic media shall be deleted in a manner that ensures an inability to recapture the information or through the destruction of the device.

Confidentiality of records shall be maintained throughout the destruction process.

V.2 Appraisal of Archival Records

Archival records are those documents and artifacts created or received by ONC BOCES that contain evidence of the agency's functions and responsibilities.

Records appraised for permanent retention, in contrast to its retention period in the adopted schedule of retention and disposition, shall be deemed archival records.

V.2.1 Reasons for Appraising Records

Records are appraised to determine:

- a. a continuing administrative, legal or financial value

- b. their value in preserving the BOCES heritage through significant events, decisions and people

V.2.2 Process for Appraising Records

The Records Management Officer and/or department head(s) will conduct the appraisal of records for archival value.

Retention of records beyond their scheduled disposition date as archival must be approved by the ONC BOCES Board of Education.

Records requested for archival status and denied shall be destroyed in accordance to the appropriate schedule of retention and disposition.

V.2.3 Criteria for Appraising Records as Archival

An appraisal evaluation will use the following criteria:

- a. does the record retain importance for legal, financial or administrative purposes
- b. does the record provide evidence of significant policy formulation
- c. does the record provide evidence of significant business processes
- d. does the record provide evidence of the agency's conduct in legal, financial or administrative matters that significantly affected its operation or policy
- e. does the record provide evidence of significant effects of its programs on its students, personnel and/or the community
- f. does the record provide evidence that substantially contributes to the knowledge and understanding of the general public

VI Storage and Preservation of Records

VI.1 Storage Supplies and Equipment

The specifications for storage supplies and equipment should follow the recommendations found in the NYS Archives publication #49, *Administration of Inactive Records*, and publication #65, *Recommendations for Shelving for Inactive Records Storage*. Reference should be made to these publications before changes or purchases are made for records storage.

VI. 1.1 Records Storage Cartons

Standard sized cardboard cartons, 10"x12"x15", shall be used for storage of paper records.

VI.2 Fire Prevention and Suppression

A tiered system of fire protection is recommended that will:

- a. adhere to all applicable fire codes for buildings
- b. provide buildings with working fire alarms in a system directly tied into an emergency response system
- c. ensure that combustible materials are kept out of records storage areas
- d. provide fire extinguishers appropriate to the medium in all records storage areas
- e. provide a sprinkler system for fire suppression in all record storage areas

VI.3 FACILITY SECURITY

For purposes of records' security it is recommended that:

- a. all buildings be equipped with working intruder alarms tied into an emergency response system
- b. offices containing vital and permanent records maintain them in fire resistant locking file cabinets
- c. records storage rooms remain locked at all times and that access to the storage room be under the control of the Records Management Officer

VI.4 Environmental Controls

VI.4.1 Paper Records

It is recommended that paper records be stored in an environment that:

- a. maintains a temperature level between 65-72 degrees Fahrenheit
- b. maintains a relative humidity between 40 – 55 %
- c. provides adequate air circulation to prevent mold
- d. protects against insect and rodent infestation
- e. protects records from light damage by installing ultraviolet ray filters on windows and light fixtures

VI.4.2 Electronic Records

It is recommended that servers acting as backup storage for electronic records be housed in an environment that:

- a. is free of dust
- b. maintains a temperature of 66 degrees Fahrenheit or lower
- c. maintains an appropriate humidity level
- d. provides adequate air circulation
- e. avoids sources of magnetism
- f. maintains sensors for temperature, humidity, flooding and other hazards

VI.5 Preservation of Records

The preservation of records is the protection of records from chemical, electronic or physical deterioration or damage to minimize the loss of information. ONC BOCES is committed to protecting and preserving its records for the benefit of the public.

VI.5.1 Preservation of Paper Records

Paper records stored under the recommended conditions above remain susceptible to loss of information. To adequately preserve information the BOCES shall microfilm or scan to electronic file paper records according to the following guidelines:

- a. records with a permanent retention period shall be microfilmed annually or according to budgetary constraints
- b. records with a retention period of 15 years or more shall be considered for microfilming or scanning to electronic file on the basis of their value in the operation of the BOCES and/or their value for financial, legal or administrative purposes
- c. microfilming shall be done in accordance to the recommendations and standards set forth by the NYS Archives
- d. microfilm masters or silver negative film shall be stored offsite in a NYS Archives approved facility.
- e. scanned records shall be maintained on an ONC BOCES server and comply with the standards for preservation of electronic records found in VI.5.2
- f. an index of stored film and scanned records shall be maintained by the Records Management Officer

VI.5.2 Preservation of Electronic Records

Electronic records are susceptible to loss of information. In order to preserve the integrity of and access to electronic records the BOCES shall:

- a. issue passwords and login names - all users of the ONC BOCES network will be required to use passwords and login names in order to use the LAN. Password configuration and

periodic updating are under the direction of the Director of Instructional Support Services - refer to ONC BOCES board policy 8630-R

- b. protect internet security by maintaining a firewall supported by the Regional Informational Center of Broome-Tioga BOCES or other appropriate agency.
- c. regulate and control system security. The Network/System Administrator, in conjunction with department heads, will assign rights to users that identify which files on the LAN each user may change. The level of a user's rights will be one or a combination of the following: none, read only, read and write only, create, modify and/or delete. Staff network accounts will be reviewed and updated as necessary to ensure accuracy.
- d. migrate records on an as needed basis to maintain accessibility. If the BOCES cannot successfully convert or migrate necessary records it shall transfer the archival electronic records to the State Archives in a usable and accessible format.

VI.6 Vital Records Protection

VI.6.1 Definition of Vital Records

ONC BOCES' vital records are those records which are immediately necessary to begin recovery of business after a disaster, as well as rights-and-interest records necessary to protect the assets, obligations and resources of the organization, its employees, students and taxpayers.

VI.6.2 Identifying Vital Records

The District Superintendent, in cooperation with administration and department heads, will identify and maintain a list of ONC BOCES' vital records.

VI.6.3 Methods of Protection

The basic methods of protecting vital records are:

- a. onsite in a fire-resistant vault or cabinet
- b. off-site storage of paper records
- c. back up of electronic records in an off-site location
- d. microfilming

VI.7 DISASTER PLAN

A records disaster is a sudden and unexpected event that significantly damages or destroys records or prevents access to the information they contain.

The Records Management Officer shall develop a disaster management plan.

A records disaster plan shall contain strategies for:

- a. preventing disasters
- b. response to disasters
- c. recovery and continuity of operations
- d. review

VI FORMS

VII.1 Forms Management

Forms for records management will be developed and reviewed for necessary revision by a committee appointed &/or selected by the Records Management Officer as needed.

VIII Appendices

VIII.1 Appendix A - Office Retention Schedules

VIII.2 Appendix B – Alphabetizing Rules

VIII.3 Appendix C – Inactive Storage Authorization

VIII.4 Appendix D – Storage Labels

VIII.5 Appendix E – Records Retrieval Request

VIII.6 Appendix F – Records Destruction Authorization

VIII.7 Appendix G – Glossary of Records Management Terms

IX Reference Material

IX.1 General Retention Schedules Used

Retention and Disposition Schedule ED-1

http://www.archives.nysed.gov/a/records/mr_pub_ed1.pdf

IX.2. Records Laws and Regulations

Arts and Cultural Affairs Law

<http://public.leginfo.state.ny.us/menugetf.cgi?COMMONQUERY=LAWS>

Regulations of the Commissioner of Education

http://www.archives.nysed.gov/a/records/mr_laws_reg185.pdf

Freedom of Information Law

<http://www.dos.state.ny.us/coog/foil2.htm>

<http://www.dos.state.ny.us/coog/freedomfaq.htm>

Federal Educational Records and Privacy Act [Schools]

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.nacada.ksu.edu/Resources/FERPA-Overview.htm>

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

IX.3 Other Material

The Society of American Archivists

<http://www.archivists.org/glossary/>

Association of Records Managers and Administrators

<http://www.arma.org/>