SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law (FOIL) of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to District records, and submit such regulations to the Board for approval. Pursuant to law and in accordance with the Intermunicipal Agreement between the Yonkers Public Schools and the City of Yonkers (the "City"), the Superintendent shall designate, with Board approval, a Records Access Officer and the City shall designate an individual within the Records Retention Office of the City as the Records Management Officer for the District.

Retention and Destruction of Records:

The Board hereby adopts the Retention and Disposition Schedule LGS-1 for New York Local Government Records issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for District records. In accordance with Article 57-A, the District will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The District will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

Cross-ref: 5500, Student Records

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
      Education Law §2116
      Arts and Cultural Affairs Law §57.11
      Local Government Records Law, Article 57-A
      8 NYCRR Part 185
      Chapter 55 of the Laws of 2014 of the State of New York (Yonkers City School District
          Deficit Financing Act)
      Intermunicipal Agreement between the Yonkers Public Schools and the City of Yonkers,
          filed June 16, 2014

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