**Hancock Central School 1120**

**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 of the State of New York. The Board seeks to ensure that our district will be open and responsive to the public which it serves, while protecting individual students or staff members against the unwarranted invasion of personal privacy.

 The people’s right to know the process of government decision making and the documents and statistics leading to determinations is basic to our society. Access to such information should not be thwarted by shrouding it with the cloak of secrecy or confidentiality.

 Personnel shall furnish to the public the information and records required by the Freedom of Information Law and those which were furnished to the public prior to its enactment.

 Any conflicts among laws governing public access to records shall be construed in favor of the widest possible availability of public records.

 The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, Records Access and Records Management Officers, pursuant to law.

 Retention and Destruction of Records:

 The Board hereby adopts as policy the Records Retention and Disposition Schedules as promulgated by the Commissioner of Education, setting forth the minimum length of time school district records must be retained.

Ref: Public Officer Law §84 et seq.

 Education Law § 2116

 Arts and Cultural Affairs Law § 57.11

 Local Government Records Law, Article 57-A

 8 NYCRR Part 185

Adopted: 02/22/1993