

# POLICY

No. 1009

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## BOCES RECORDS

The Records Retention and Disposition Schedule as promulgated by the Commissioner of Education, setting forth the minimum length of time BOCES records must be retained, will govern the retention and destruction of records.

The District Superintendent shall designate, subject to Board approval, a records management officer as required by Law.

**Adopted:** June 17, 1991

**Ratified:** July 15, 1991

**Amended:**