

**GREENBURGH ELEVEN UFSD
POLICY #1120
SCHOOL DISTRICT RECORDS**

It is the policy of the Board of Education to maintain and provide access to School District records for inspection and copying in accordance with applicable federal and state laws and regulations.

1. The Superintendent of Schools is directed to issue regulations establishing procedures for access to student records that comply with the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records and provides parents with certain rights to inspect such records.

2. The Superintendent of Schools is directed to issue regulations establishing procedures for access to District records that comply with the Freedom of Information Law (FOIL), a New York State law that provides for access to public records unless a specific exception to disclosure applies. Pursuant to FOIL, the Superintendent is further directed to designate a Records Access Officer.

3. Pursuant to the Local Government Records Law and the Commissioner's Regulations, the Board of Education hereby adopts the Records Retention and Disposition Schedule ED-1, which indicates the minimum length of time that District records must be retained before they may be disposed of legally. The Superintendent is further directed to designate a Records Management Officer.

References: FERPA, 20 U.S.C. § 1232g and 34 CFR Part 99; FOIL, Public Officers Law Article 6 (§§ 84-90); Local Government Records Law, Arts and Cultural Affairs Law, Art. 57-A and 8 NYCRR Part 185 (Records of Public Corporations); Education Law §§ 2116, 2116-a.

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