

# VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR

## RETENTION OF DISTRICT OWNED RECORDS AND MATERIALS

Policy 3450

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The Board of Education recognizes the importance of maintaining required records and related materials for the efficient operation of the School District. A Records Management Officer will be designated by the Superintendent, subject to the approval of the Board of Education. The Records Management Officer will coordinate the development and oversight of the orderly and efficient management of records.

Records will be retained for the period, and disposed in the manner, described in the Retention and Disposition Schedule for New York Local Government Records (LGS-1), established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law. The School District will ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement any information system utilized by the School District.

In the event that the School District is in possession of records that are relevant to litigation or potential litigation, the Superintendent of Schools will communicate with applicable parties, including the school attorney and the Records Management Officer, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with all applicable laws, rules and regulations regarding the retention and/or production of necessary documents, data, or files.

The School District has all rights of ownership of materials produced by an employee during the hours that the employee was paid by the School District and materials produced by an employee in which the use of Board of Education supplies and/or equipment played a dominant role. Employees leaving School District employment or transferring to different positions within the School District will be required, prior to their departure or transfer, to preserve the contents of all work-related files and records including, but not limited to, computer hard drives, stored electronic files on external servers and devices and emails for continued use.

Ref: Public Officers Law §84 *et seq.*; Education Law §2116  
Arts and Cultural Affairs Law §57.11, §57.13 *et seq.*  
8 NYCRR Part 185 (Appendix I)

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