

Policy Information

Series 3000 - Business and Non-Instructional

Accounts

Retention and Disposition of Records

Policy # 3460

Resolved, by the Board of Education, Lakeland Central School District of Shrub Oak that Records Retention and Disposition Schedule ED-1, issues pursuant to Article 57-A of the Arts & Cultural Affairs Law, and containing legal minimum retention periods for the records of elementary and secondary educational institutions, is hereby adopted for use by officers in disposing of school records listed therein.

Further resolved, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Records and Retention and Disposition Schedule Ed-1 after they have met minimum retention period described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

Adoption Date: 6/8/1989, Revised: ; Reviewed: 9/29/14
3000 - Business and Non-Instructional
