

<h1>POLICY</h1>	2007	5651
	<b>Business Operations</b>	

**Subject: Records Management**

A records management officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such records management officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

The Superintendent shall develop appropriate regulations and procedures.

Commissioner's Regulations Section 185  
Local Government Records Act of 1987 (Chapter 737)

Approved: Board of Education  
June 26, 2002

Approved: Board of Education  
March 21, 2007