



Educational Services That Transform Lives

First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Board Policy

Duties of the Records Officers

Records Access Officer

The Records Access Officer shall be appointed annually and shall be responsible for handling all Freedom of Information Law requests of official records of Eastern Suffolk BOCES in accordance with established law, rules and regulations.

Records Management Officer

A Records Management Officer shall be appointed annually by the Board and shall be responsible for providing information in accordance with State regulations pertaining to retention and disposition of the records of ESBOCES.

References:

- Board Policy 2310 - Freedom of Information
- Board Policy 4570 - Records Management
- Board Policy 6420 - Confidentiality of Student Records - Access and Challenge

First Adopted: 7/1/03
Readopted: 9/26/07