

SCHOOL DISTRICT RECORDS

School district records are public records, and each school board is required by New York State Education Law (§2116; New York State Public Officers Law Article 6) and New York State Public Officers Law §84 (Freedom of Information Law) to have such records available for inspection and copying at all reasonable times. It is the intention of the Board of Education of the Great Neck Public Schools to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc., and the Board of Education directs the Superintendent of Schools to institute procedures to implement this policy.

There will be a per page charge for all copying.

All requests for school district records should be directed, in writing, to:

Records Access Officer
Great Neck Public Schools
345 Lakeville Road
Great Neck, New York 11020

Or by email to: records@greatneck.k12.ny.us

There will be a per page charge for all copying.

Requests for all other information regarding schools and programs should be directed to the Superintendent of Schools, using the contact information provided below:

Superintendent of Schools
Great Neck Public Schools
345 Lakeville Road
Great Neck, New York 11020
TEL (516) 441-4001
FAX (516) 441-4994

The Superintendent reserves the right to ask that such requests be submitted in written form.

The Board of Education will comply with the Records Retention and Disposition Schedule 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, which contains the legal minimum retention periods for District records. In accordance with Article 57-A, the District will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The District will dispose of only those records that do not have sufficient

administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods. Destruction of records shall be noted, and the manner of destruction shall be determined by the format of the record (e.g. paper, digital, etc.).

Electronic records and digital images of physical records may be stored on electronic media. Such electronic records may replace paper originals or micrographic copies of these records. To ensure that records are intact and accessible for the duration of the retention period, the District shall follow the procedures prescribed by the New York State Commissioner of Education. The District will ensure that any information system that stores electronic records will adhere to records retention requirements and applicable confidentiality and security safeguards.

The Superintendent of Schools will establish procedures in the event that the District is served with legal papers. The Superintendent of Schools or designee 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.

Great Neck Public Schools

Adopted: 1/27/97

Amended: 6/04/07; 10/19/09; 5/9/16; 11/18/20; 4/26/22