

ABOUT THE SERVICE

Today, school districts face challenging issues complying with record retention laws, improving access to the wealth of records-based information, and managing the cost of records storage. However, most school districts don't have the luxury of a professional record management staff to design and implement programs that address these issues.

Rockland BOCES in partnership with The Lower Hudson Regional Information Center is pleased to offer a service to assist districts in complying with NYS records retention laws, as well as, storage and management of their permanent records.

Our service provides a professional and cost effective way to manage these vital records.



FOR MORE INFORMATION CONTACT:

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RECORDS MANAGEMENT SERVICES



Converting permanent records to digital and microfilm/microfiche



ROCKLAND BOCES



Records Management



The Records Management Services by Rockland BOCES and The Lower Hudson Regional Information Center provides the technical assistance that school districts

need to establish and maintain a comprehensive records management plan which meets all the NYS requirements.

Assistance is provided to school districts in the following areas:

- Consultation and evaluation
- Research NYS retention requirements for each record series
- Simplify records retention and destruction procedures
- Systematic disposition of records
- Record disaster: planning and prevention
- Restoration of archival records
- Scanning and indexing
- Management of digital records
- Creation of microfilm or microfiche
- Quality control
- Training
- Web Access for quick retrieval

QUICK AND ACCURATE RETRIEVAL

The success of a records management program in a school district often hinges on the ability to quickly retrieve records for business or compliance reasons.

The Records Management service puts you in control by making it easy to find and retrieve records fast.

With our Records Management Service, districts will have web access to their records in **Laserfiche**. This software allows the management, search and retrieval of permanent records.

- Records will be securely stored at the LHRIC
- Districts will seamlessly access their records via the web
- Multi-level security
- Software training
- Helpdesk and ongoing support and maintenance



Your records...

Your responsibility

According to the Records Retention and Disposition Schedule ED-1, school districts and BOCES are required to retain certain records for administrative, legal and fiscal purposes.

Types of records with retention schedules:

- Fiscal
- Payroll
- Personnel
- Student records
- Special education
- Teacher's registry
- General Administration

Student and Financial Systems

The Records Management Service is an effective solution for the retention of critical data from student information and financial systems.

If your district is changing from a legacy system, contact us to discuss how this service can benefit your district.