
Subject: BOCES RECORDS

1. The BOCES Board shall provide for the orderly and systematic collection, storage, release, and disposition of BOCES records.

2. The Executive Director shall be the custodian responsible for the preservation and disposition of the BOCES records and shall have authority to order the destruction, retention, or other disposition of records, documents, papers, or instruments in writing, subject to legal requirements.

3. The Executive Director shall, as necessary, implement procedures for access to records that complies with state and federal requirements.

4. The minimum periods for retention of BOCES' records shall be governed by legal authority, including the Colorado School Districts Records Management Manual maintained by the Colorado State Archives. The BOCES Board may, by resolution, adopt those sections of the Manual applicable to the BOCES.

LEGAL REF.: C.R.S. 24-80-101, et seq.
C.R. S. 24-72-201, et seq.