

RECORDS MANAGEMENT ADVISORY COMMITTEE CHARTER

This charter sets forth the policies of the Cobleskill-Richmondville Central School District as to scope, organization, responsibility, authority and conduct of operations for the Records Management Advisory Committee for the District.

I. GENERAL DESCRIPTION

The Board of Education of the Cobleskill-Richmondville Central School District has established a Records Management Advisory Committee (RMAC) to serve as an independent review organization of the District's Records Managements Program. The RMAC will carry out its responsibilities by implementing the requirements of the Charter.

II. RESPONSIBILITY

The Records Management Advisory Committee set forth in this charter is responsible to:

- a. Review the overall direction and policies of the Records Management Program.
- b. Meet the intent of SARA Records Retention and Disposition Schedule ED-1.
- c. Review and approve updates to the district's overall Records Retention Schedule.
- d. Provide technical and advisory assistance on matters related to the District's Records Management Program.

III. RMAC COMPOSITION

A. COMMITTEE MEMBERSHIP

The RMAC shall be composed of membership of at least four members (including the Chairperson). The Chairperson shall be the Records Management Officer. The Vice Chairperson shall be elected by the Committee membership. Alternates shall be permitted to serve as Committee members when so delegated in accordance with Committee procedures. The Committee shall be composed of persons having the competence required to review concerns in the following areas:

- a. Financial records
- b. Historical records
- c. Human resources records
- d. Legal and Regulatory requirements
- e. Student records

Personnel assigned to the Committee shall possess experience in their individual specialties. An individual may possess expertise in more than one specialty area.

B. COMMITTEE ORGANIZATION

The Chairperson shall designate a Secretary who need not be a member of the Committee. The Chairperson may also call upon consultants who are not members of the Committee to assist in conduction the Committee's activities.

IV. COMMITTEE PROC EDURES

A. MEETING FREQUENCY

The Chairperson or designated alternate shall convene and preside over all formal meetings. The Chairperson shall provide for the scheduling of meetings on an as needed basis.

B. QUORUM

All actions of the Committee shall require a quorum. A quorum consists of the Chairperson or designated alternate, plus a majority of the voting Committee members or their authorized alternates. Committee actions and recommendations shall be decided by a simple majority vote of members present at the meeting. Any Committee action which is not a unanimous decision of the members present shall full describe the minority opinion.

C. MEETING RECORDS

Minutes of all RMAC meetings shall identify attendees and all materials reviewed by the Committee and shall document decisions and recommendations made by the Committee as a result of their review. The meeting minutes shall be promptly distributed to all members of the Committee. The RMAC Chairperson or designated alternate shall provide for the preparation of meeting records and the retention of such records in appropriate files.

V. COMMITTEE AUTHORITY

The areas which shall be reviewed and acted upon by the Committee are delineated under Section II, Responsibility. All Committee actions shall be subject to the approval of the Superintendent of Schools.

First reading by the Board of Education: September 13, 1999

Second reading by the Board of Education: September 27, 1999

Adopted by the Board of Education: September 27, 1999