

**RECORDS MANAGEMENT MISSION STATEMENT**

The mission of the Cobleskill-Richmondville Central School District Records Management Program is to:

- discourage the creation of unnecessary records
- encourage the creation of records that contain accurate, complete and usable information
- ensure that information is recorded and maintained as efficiently as possible
- ensure the periodic, systematic and legal destruction of records that have no further administrative, legal, fiscal, historical or other research value
- enforce measures that ensure the protection of records vital for the operation of the district
- provide information quickly and easily when needed by district officials, district personnel, students and the general public
- expand the district's awareness of records management services, policies and procedures

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**