

RECORDS MANAGEMENT SPECIALIST  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Assists local school districts and governments in developing a records management program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in accordance with the State Archives and Records Administration (SARA) mandates, an incumbent in this position develops a records management program which includes consultation and assessment of existing organization and storage of records; inventory and planning; records reproduction services; destruction of obsolete records; physical movement of records, and creation of records systems. Position is also responsible for marketing the program to increase the number of customers. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Conducts site visits and assesses current records storage areas and makes recommendations for improvement. This includes creating a Report of Findings and Conditions in the Active and Inactive Storage Areas, and creating a Plan of Action for Active and Inactive Records;

Conducts inventory to determine the kinds of records housed by the district, the volume, storage locations, and the conditions of the records. Inventory contains: floor plans, complete records inventory of active and inactive records on inventory worksheets or updated records inventory, and a detailed report of findings, including any records which require reproduction;

Determines best method of reproduction, i.e., microfilm, microform, imaging, etc.; Analyzes inventory documents, and determines volume of records which have reached their maximum retention. Uses the New York State Records Retention and Disposition Schedules as a guide, and generates a listing of records eligible for destruction. Disposes by either recycling or shredding in cases where records are confidential in nature;

Markets the records management program to local school districts and municipalities through periodic mailings, follow up phone calls;

Monitors, from a quality control standpoint, the quality of the reproduced records;

Creates a design of an area for an Inactive Records Center, in accordance with the mandatory requirements of SARA. Design includes floor plans for layout of intended area including shelving placement, diagrams of departmental records; reboxing and relabeling of records in inactive storage areas.

Creates a database of records inventory, a manual of procedures for records management, and conducts staff training in the use of the database systems;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Provides school districts and municipalities with cost estimates for records management program;

Prepares monthly billings for school districts and municipalities for records management services;

Researches new technologies in the field of records reproduction, and provides management with summaries regarding same, as well as proposals for acquisition of new equipment;

May perform records reproduction activities as needed;

May perform clerical tasks such as word processing, filing, collating, answering phones and taking messages.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of school and governmental records; good knowledge of recordkeeping systems; good knowledge of the guidelines and mandates of the New York State Archives and Records Administration (SARA) as they relate to records management and retention; ability to distinguish between various kinds of school and governmental records; good organizational skills; ability to operate an alphanumeric keyboard; ability to operate automated systems for purpose of creating and revising databases and producing reports; ability to establish and maintain effective working relationships with school district and governmental personnel; ability to communicate effectively both orally and in writing; ability to manage multiple assignments; good judgement; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) one year of work experience which must have included developing and implementing a records management program in either a school district or a local government, as well as the use of an automated database; or (b) completion of a course in records management offered by either a State registered college or university or by New York State Archives and Records Administration (SARA), and the use of an automated database; or (c) a satisfactory equivalent combination of the foregoing training and experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.