

New York State Education Department - Bureau of Proprietary School Supervision (BPSS)

Electronic Records Administrative Document

The electronic records administrative document should be used by schools licensed or certified by BPSS which seek to maintain and store required administrative forms and student records electronically, as per the directions outlined in Policy Guideline (PG) 34-0317: *Use and Maintenance of Electronic Records and Electronic Signatures*. If electronic records will be maintained and stored by the school, this completed form should be uploaded into the school's Administrative Documents queue, in the BPSS web-based system, and the school's assigned Field Associate must be notified by email when the upload has occurred. Thank you.

School Name: _____

School Address: _____

Institutional I.D. #: _____

School Director (or person completing form): _____

Describe the computer software, computer program or proprietary tracking system used/to be used for the electronic maintenance and storage of administrative forms and student records. Please list all systems used/to be used and include the specific records to maintained by each system:

Electronic Records (e-Records) Required Principles (PG 34-0317):

Please use additional pages with pages numbered, if more space is needed for explanations.

1. Describe how the school can/will readily convert e-Records into a printable pdf format: _____

2. E-records must be provided to BPSS upon demand, either to be uploaded to the BPSS server, using a flash drive provided by BPSS, or by other means to be identified by BPSS. The attestation of the school director at the end of this form ensures that you agree to provide the school's e-Records as per the method required by BPSS. This includes print-outs of records, upon request, when a BPSS Field Associate visits your school.

3. Original records must be marked as originals, and the marking must correspond to the form in which the record was originally created. See example in PG 34-0317, Principle #3. Please explain how the school will fulfill this requirement and the format to be used to mark an original document:

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4. Principle #4, PG 34-0317 requires that anyone with access to the school's e-Records must be identifiable, either by name or by another specific identifiable marker, in the school's computer or through the network used for e-Records maintenance and storage. Upon request, the school must provide BPSS with a history of who accessed the system, and when. Explain how this requirement will be met by the system you propose to use/are using:

5. e-Records must be password-protected. Please list, as described in Principle #5 of PG 34-0317, the name(s) and titles of the person/people who have been issued passwords to access administrative and student records:

6. Please describe the cycle and methods for backing up e-Records and controls that have been put in place to prevent negligent or intentional deletion or destruction of the records:

7. Does the school use, or anticipate using, electronic signatures, specifically as described in Principle #6 of PG 34-0317? If yes, please explain how e-signatures will be obtained:

8. Describe how the school will ensure that students' personal identifiable information will be/is kept in confidence:

9. Laws governing record retention must comply with all other relevant laws, as described in Principle #8 of PG 34.

It is required that your field associate be contacted immediately if the school's e-Records have been compromised in any manner. Your attestation below affirms your understanding of this requirement, and that all the information conveyed above is accurate and truthful. If, at any time, BPSS reasonably determines that a school's use of an electronic record may jeopardize the integrity of the information that the record is intended to preserve, BPSS may require the school to alter the way it maintains the record, or to cease maintaining the record or records electronically and convert the record to paper form.

Name / Signature of Licensed School Director:

(Print)

(Signature)

Date Signed: _____