



### **Information and Technology**

LeRoy Services Center  
80 Munson Street  
LeRoy, New York 14482  
(585) 344-7586  
(585) 658-7586

**Crystal Nelson, IT Director**

**Genesee-Livingston-Steuben  
Wyoming Board of Cooperative  
Educational Services**

**WWW.GVBOCES.ORG**

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## **Instructions to Set up Transport and Scanning of Records with the Genesee Valley BOCES Records Management CoSer:**

1. Create a work order/ticket in Track-it to request scanning. By filling out the Work Order for scanning, it tells me that I have records on the way.
2. Records will need to be securely boxed in 1.0 cubic foot boxes (banker boxes). Remember to tape the printed work order to the top of the boxes being sent in.
3. Set up transport. You can use the bus mail when available (for a small amount of records) or you make arrangements to have your courier drop off the records at the Genesee Valley BOCES LeRoy Service Center. Once the records have been received by the Records Management Department, it will be documented in the Track-it work order.
4. When the scanning has been completed, The GV BOCES Records Management CoSer will close the work order and send all records back to the person who sent them.

If you have any questions or concerns, please do not hesitate to contact the Records Management Department at 585-658-7882 or 585-344-7882. Thank you for your cooperation.