

Community Relations

SUBJECT: PUBLIC ACCESS TO RECORDS

Access to records of the District shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

A Records Access Officer will be designated by the Superintendent, subject to the approval of the Board of Education, and will have the duty of coordinating the School District's response to public request for access to records. The Superintendent of Schools is designated as the appeals officer should the Records Access Officer deny a request pursuant to this policy. The appeals officer shall grant or deny access to records within ten (10) business days of receipt of an appeal and should the officer deny the record, he or she will provide a written explanation of the reasons for the denial.

Regulations and procedures pertaining to accessing District records shall be as indicated in the School District Administrative Manual. A reasonable copying fee may be charged, which will be up to \$0.25 per page for photocopies not exceeding 9 x 14 inches; for those photocopies in excess of 9 x 14 inches, the fee shall be (but not exceed) the actual reproduction cost.

Pursuant to Part 84 of the Commissioner's Regulations, personnel records shall not be shared by any Board Members with persons other than Board Members.

The District shall in all ways comply with the Family Educational Rights and Privacy Act ("FERPA").

Requests for Records via Email

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. This information shall be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

(continued)

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SUBJECT: PUBLIC ACCESS TO RECORDS (Cont.)**Board of Education Meetings and Records**

District records subject to release under the FOIL, as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the District maintains a regularly updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable, prior to the meeting. The District may, but is not required to expend additional funds to provide such records.

Education Law Section 2116
Public Officers Law Sections 87 and 89
21 NYCRR Parts 1401 and 9760

Adopted: 8/5/96

Revised: 9/8/08; 8/30/10; 10/15/12; 3/29/21