

POLICY

2012

3310

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 shall be designated by the Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

The District shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so regardless of burden, volume or cost of the request.

Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.

Requests for Records via E-mail

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 Web site, clearly designating the e-mail 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.

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 may be posted on the Web site 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 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760

Adoption Date: 5/1/07
Revised: 3/4/08; 10/2/12

Application for Public Access to Records

To: Brent P. Agett, RAO
Falconer Central School
2 East Avenue
Falconer, New York 14733

I hereby apply to inspect the following record(s):

Name Signature Date

Representing: _____

Address: _____

If you are requesting copies of documentation available to you the assessment for reproduction will be in accordance with School Board Policy.

(For Agency Use Only)

Approved (\$.25/copy if requested)

Disapproved (for the reason(s) checked below):

___ Confidential Disclosure

___ Unwarranted Invasion of
Personal Privacy

___ Record of Which this Agency is
Legal Custodian Cannot be Found

___ Exempted by Statute Other
than the Freedom of Infor-
mation Act

___ Other (specify) _____

Signature _____, RAO Date _____

Signature _____, Superintendent Date _____

Notice: You have a right to appeal a denial of this application to Steve Penhollow, Superintendent -- Phone (716) 665-6624, who must fully explain his reasons for such denial in writing within ten (10) days of receipt of an appeal.

I hereby appeal:

Signature Date