

POLICY

2012 3310

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Community Relations

SUBJECT: PUBLIC ACCESS TO RECORDS

Access to records of the District shall be consistent with all relevant laws, rules and regulations. In particular, the District shall adhere to New York State Public Officers Law.

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 District's response to public requests 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's Administrative Manual and shall be maintained on the District's web site. Both the physical address and email address for submitting records requests shall also be maintained on the District's web site.

Requests for Records via E-mail

Where the District maintains requested documents in electronic format, it will provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and, where feasible, shall respond to such requests via electronic mail. The District shall advise of the ability to receive records in physical form or, where feasible, via electronic medium.

Board of Education Meetings and Records

District records subject to release under FOIL or other relevant law, regulation, rule, or policy which are on the agenda and scheduled to be discussed at any duly assembled Board meeting shall be made available, upon request and the legally proscribed rate, to the extent practicable, prior to the meeting. The District shall also post such records on the District's web site prior to the meeting.

Education Law Section 2116
Public Officers Law Section 84 et seq.
Arts and Cultural Affairs Law Section 57.11
Local Government Records Law, Article 57-A
8 New York Code of Rules and Regulations
(NYCRR) Part 185

Adopted: 4/24/02

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