



Book Policy  
Section 3000 Community Relations  
Title Public Access to Records  
Code 3310  
Status Active  
Adopted June 17, 2004  
Last Revised February 16, 2023-1<sup>st</sup> Reading & Adoption

**SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to records of the District will be consistent with the rules and regulations established by the State Committee on Open Government and will 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, who will have the duty of coordinating the District's response to a public request for access to records.

The District will 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 the burden, volume, or cost of the request.

The Board of Education has established a charge for black-and-white photocopying of records either photocopied or printed (sheet size up to 9"x 14").

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

**Requests of Records Denied**

Someone requesting information under FOIL who has had their request denied, in whole or in part, by the District's Records Access Officer may appeal that denial by submitting a written appeal to the Superintendent of Schools (7755 Route 83; South Dayton, New York 14138) within seven (7) calendar days of the date of the District's response to the FOIL request. Upon receipt of a timely written appeal, the Superintendent of Schools will respond to that appeal within seven business days, based upon the District's calendar, of the Superintendent's receipt of the appeal, and explain the District's reasons for denying the request.

**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 will 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.

When the District maintains requested records electronically, the response will 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 is on the Board agenda and scheduled to be discussed at a Board meeting, will 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 will 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: 6/17/04

Revised: 12/4/08; 2/18/10; 4/22/14; 2/4/16; 2/16/23