

ACCESS TO SCHOOL DISTRICT RECORDS EXHIBIT

APPLICATION FOR ACCESS TO SCHOOL DISTRICT RECORDS

TO: Records Access and Records Management Officer

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

(Signature)

(Date)

(Representing)

(Telephone Number)

(Mailing Address)

FOR AGENCY USE ONLY

Approved []

Denied for the reason(s) listed below:

(Signature)

(Title)

(Date)

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE APPEALS OFFICER WHO MUST FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING FIVE DAYS AFTER RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

(Signature)

(Date)

ACCESS TO SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records:

The Board hereby adopts as policy the Records Retention and Disposition Schedules as promulgated by the Commissioner of Education, setting forth the minimum length of time school district records must be retained.

Cross-ref: 5500, Student Records
6600, Fiscal Accounting and Reporting
6630, Financial Reports and Statements
8111, Reporting of Hazards
9510, Personnel Records

Ref: Public Officers Law §84 et seq.
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
8 NYCRR Part 185

Note: Policy added
[The Freedom of Information Law (FOIL) requires all Boards of Education to adopt rules and regulations regarding school district records.]

Adopted April 4, 1995

Revised March 27, 2001