

## **SCHOOL DISTRICT RECORDS**

**P1120**

The public will have the opportunity to inspect and copy school district records in accordance with Chapters 578, 579, and 580 of the Laws of 1974 (Freedom of Information Law), Section 2116 of the Education Law, and Civil Practice Law and Rules #4507.

The school district will maintain a current list by subject matter of records produced after September 1, 1974, that are available for public inspection and copying. These records will be made available to the public at the district office at 50 Cypress Drive in Glenville during regular business hours on regular working days upon completion of a written application form.

The Clerk of the Board of Education will serve as Records Access Officer to whom written applications for public access to records may be presented. The responsibilities of the Records Access Officer will include the following: (1) to provide assistance to the applicant in identifying the records sought; (2) upon locating the records, to review such records and delete any information which would constitute an unwarranted invasion of personal privacy and thereafter make the record promptly available for inspection, or schedule an appointment for inspection, or deny access to the record; (3) after assessing the appropriateness of the request, to make copies available upon payment of an established fee, (\$.25 per page), or when facilities for reproduction are unavailable, to permit the applicant to hand-copy the appropriate records; (4) upon request, to certify to the correctness of the records copies; (5) if the record cannot be located, to either certify in writing that the record of which the school district is the legal custodian cannot be found or to certify that the school district is not the legal custodian for such record.

The District Treasurer will serve as Fiscal Officer. The Freedom of Information Law prescribes that it is the responsibility of the Fiscal Officer upon request by a bona fide member of the news media on a form provided by the Comptroller of the State of New York to permit inspection of payroll records and provide a certified copy of the appropriate items listed on the application form.

Any individual denied access to a school district record may appeal such denial to the Superintendent of Schools. When the request is first denied the Records Access Officer will provide applicant with written notice of such denial and inform the applicant that he/she has the right of appeal to the Superintendent of Schools. The applicant may initiate his/her appeal by delivering a copy of his/her application and the denial notice to the District Office. The Superintendent of Schools will either grant access to the records as requested or issue a written opinion within seven days explaining the reason for his/her denial of the appeal.

## **RETENTION OF DISTRICT RECORDS**

The Clerk of the Board of Education shall be responsible for maintaining and disposing of official school district records in a manner prescribed under provisions of section 65-b of the New York State Public Officers Law or by regulations developed for the administration of programs sponsored by the federal government.

Upon application to, and approval by the Clerk of the Board, school records which have been retained

for the length of time specified by the Records Retention and Disposition Schedule No. 1-S-1 published by the New York State Education Department may be disposed of. Additional records which have been retained for the specified period of time under various federal regulations may be, with the approval of the Clerk of the Board, disposed of according to those regulations.

Reviewed April 1997 (P1120)

Reviewed January 2008

Renumbered from P7570 – September 2015