

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 website, 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.

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

SCIO CENTRAL SCHOOL DISTRICT
APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Records Access Officer
Scio Central School
3968 Washington Street
Scio, New York 14880

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

For the following purpose(s) _____

Print Name Signature Date

Representing Mailing Address

FOR AGENCY USE ONLY

[] Approved Inspection [] Approved for Copies _____ Pages at \$_____ per page

Total Received \$_____

Denied (for the reason(s) checked below)

- [] Confidential Disclosure [] Part of Investigatory Files
- [] Unwarranted Invasion of Personal Privacy
- [] Record of which this agency is legal custodian cannot be found
- [] Record is not maintained by this agency
- [] Exempted by statute other than the Freedom of Information Act
- [] Other (Specify) _____

Signature, Records Access Officer Date

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.

Name Business Address

I hereby appeal:

Signature Date