

FREEDOM OF INFORMATION

Public Access to Records:

- A. Written notice to inspect records shall be upon a form prescribed by the State Comptroller's Office, and shall be reasonable and specify the records requested with particularity.
- B. Such records may be inspected under the supervision of the Records Access Officer's office during regular working hours and regular working days, or at such other place as may be convenient to the fiscal officer or his designee.
- C. A copy of the form prescribed by the Comptroller is attached to this policy and marked Exhibit A.

Records Access Officer:

- A. The Records Access Officer shall be appointed by the Board of Education at the Organizational meeting.
- B. The Records Access Officer shall have available such records as are embraced in Article VI, of the Public Officer's Law for inspection and copying at the Office of the Clerk of the Board at the Cobleskill-Richmondville Central School.
- C. The Records Access Officer, or his/her designee, shall make such records as are embraced in Article VI, of the Public Officer's Law available for inspection and and copying during regular working hours on regular working days.

Fees:

- A. There shall be a fee of twenty-five cents (\$.25) charged for each page for which a copy is made.
- B. There will be no fee for certifying that a record of which the board is legal custodian cannot be found, for certifying to the correctness of a record, or for public inspection of a record.
- C. A fee may be charged for a search for records other than those regularly made available, consistent with the time spent in such search, and not to exceed actual costs of such search.

Public Notice:

- A. Persons requesting access to public records shall submit such request in writing to the Records Access Officer.
- B. Upon receiving such written request the Records Access Officer shall render any assistance necessary in identifying the actual records sought.
- C. The Records Access Officer shall then search for the identifiable record, and upon locating same shall take one of the following actions;
 - 1. Review such records and delete any information which would constitute an unwarranted invasion of personal privacy and thereafter make the record available for inspection at the scheduled appointment time or
 - 2. Deny access to the record.
- D. Upon request for copies of records, the Records Access Officer or his designee shall make copies available and accept payment of established fees.
- E. Upon request, the Records Access Officer, or his designee, shall certify to the correctness of the records copies.

- F. If the record cannot be located, the Records Access Officer shall take on of the following actions:
1. Certify in writing that the Board is not the legal custodian for such record,
 2. Certify in writing that the record of which the Board is a legal custodian cannot be found.

Denial of Access:

- A. When a individual is denied access to a public record by the Records Access Officer, he shall be so notified in writing together with a written notification of the right to appeal to the Executive Officer of the Board, identified by mane and business address.
- B. In appealing such denial, an applicant may use the form numbered Exhibit C.

Subject Matter List:

- A. Payrolls
1. General Account
 2. Cafeteria Account
 3. ESEA Account
 4. Other payrolls as adopted by the Board
- B. Board minutes
- C. Health Insurance Records
- D. Tax Roll
- E. Budgets
- F. Financial Reports
- G. State Aid Work Sheet Reports