

## **SUBJECT: PUBLIC ACCESS TO RECORDS (FOIL REQUESTS)**

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 Section 84 et seq.

A records access officer will be designated by the Superintendent, subject to the approval by the Board of Education, who shall have the duty of coordinating the School District's response to public requests 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. Copies of appropriate records may be obtained at the requester's expense per the fee schedule found in regulation 3310R1.

Regulations and procedures pertaining to accessing 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 requests by electronic mail and shall respond to such requests by electronic mail using forms supplied by the District. This information will be posted on the District's website, clearly designating the email address for purposes of receiving requests for records via this format.

The District will respond to FOIL requests made by electronic mail within the timelines specified by law and shall provide records in accordance with the law in electronic mail where practicable. If records cannot practicably be provided electronically, the District shall inform the requestor of the procedure and costs for obtaining copies of those records in paper or other format (see regulation 3310R1).

### **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 are on the Board agenda, will be made available upon request. 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 may be posted on the website to the extent practicable. The District may, but is not required to, expend additional funds to provide such records.

(Continued)

# POLICY

Churchville-Chili Central School District

2020

3310  
Page 2 of 2

Community Relations

**SUBJECT: PUBLIC ACCESS TO RECORDS (FOIL REQUESTS) (CONT'D.)**

## **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.

Education Law Section 2116 and 2006-a  
Public Officers Law Section 84 et seq. (FOIL)  
21 New York Code of Rules and Regulations (NYCRR) Part 1400

Adopted: 7/10/2001

Revised: 6/12/2007, 11/28/2017

Reviewed by Superintendent and Assistant Superintendent for Business Services on 10/20/2020 with no recommended changes; BOE reviewed and agreed on 10/27/2020