

## PUBLIC ACCESS TO SCHOOL RECORDS

### Section 1. Records Access Officer

For the purpose of these regulations, a Records Access Officer shall be designated. This officer shall be the Business Manager of Sharon Springs Central School, Route 20, Box 218, Sharon Springs, NY 13459. The district shall provide copies of records in the format and on the medium requested if the district can reasonably do so. The district may charge a reasonable fee for requests that require a large volume of material and/or time to fully comply.

### Section 2. Submission of Requests for Inspection or Copies of Records

All requests for inspection or copies of records shall be made to the Records Access Officer at the address set forth in Section 1 hereof. The district shall accept requests for records submitted via electronic mail and respond to such requests using the forms required by the district (Appendix A). Electronic mail requests should be sent to: recordsaccessofficer@sharonsprings.org. The district does not respond to FOIL requests via drop box, portals or links determined to be suspicious.

### Section 3. Times When Records are Available

Requests to inspect or secure copies of records may be made on any business day between the hours of 8:00 am. and 4:00 p.m.

### Section 4. Procedures

The following procedures shall be followed in connection with requests to inspect or secure copies of records:

- A. Requests to inspect or secure copies of records pursuant to Section 3 hereof shall be submitted to the Records Access Officer on the FOIL request form; a copy of which is annexed hereto as Appendix "A." These forms shall be available in the Office of the Records Access Officer.

B. The Records Access Officer will determine and advise the requester whether the records specified in the request are available for inspection and copying, within five (5) business days of the receipt of the written request thereof.

C. Access will be denied to records or portions thereof that:

1. are specifically exempted from disclosure by State or Federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract award or collective bargaining negotiations;
4. if disclosed would endanger the life or safety of any person;
5. are interagency materials which are not: statistical or factual tabulations or data; instructions to staff that affect the public; or final agency policy or determinations;
6. are examination questions or answers which are requested prior to the final administration of such questions.

An unwarranted invasion of personal privacy as set forth in paragraph C.2 hereof, includes, but shall not be limited to:

1. disclosure of employment, medical or credit histories or personal references of applicants for employment;
2. disclosure of items involving the medical or personal records of students;
3. sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes;

4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the agency requesting or maintaining it; or
  5. disclosure of information of a personal nature reported in confidence to District personnel and not relevant to the ordinary work of the District.
- D. With respect to records which are determined to be available, the Records Access Officer will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of the required fee.
  - E. With respect to records which are determined not to be available the Records Management Officer will certify upon request form that the District does not possess the record or that it could not be found after diligent search and return one copy of the form to the requester.
  - F. Records may be inspected only at the office or location where they are regularly maintained.
  - G. Requests by mail for copies of available records may be addressed to the Records Access Officer and will be honored upon payment of the regular fee (see Section 6-Fees), provided the requested record is sufficiently identified to make compliance practical.

### Section 5. Appeals

- A. In the event that the Records Access Officer shall deny a request, requestor may appeal such denial to the Superintendent of Schools.
  
- B. All such appeals must be delivered to the Office of the Superintendent within 30 days after the denial from which such appeal is taken.
  
- C. Appeals will be determined by the Superintendent or his/her authorized representative. This representative shall within seven (7) days of receipt of such appeal fully explain in writing the reasons for the denial or provide access to the record.

### Section 6. Fees

- A. The fees for copies of available records shall be as follows:
  - 1. Pages not larger than 9 inches by 14 inches: 25 cents per page.
  - 2. Pages larger than 9 inches by 14 inches: 35 cents per page.
  - 3. Other permissible fees for requests that require a large volume of material and/or time to fully comply.
  
- B. Fees shall be paid by cash, check, or money order payable to the Sharon Springs Central School. Receipts will be issued to those paying the required fee.

---

Appendix A: Application for Public Access to Records

To: District Clerk, Board of Education  
Sharon Springs Central School  
PO Box 218, 514 St. Rt. 20  
Sharon Springs, NY 13459  
publicaccessofficer@sharonsprings.org

I hereby apply to inspect or receive copies of the following record:

---

---

---

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

-----  
(For agency use only)

Application Approved : \_\_\_\_\_

Charge: \$ \_\_\_\_\_

Application Denied: \_\_\_\_\_

Reason Denied:

- \_\_\_\_\_ 1. Confidential disclosure
- \_\_\_\_\_ 2. Part of investigatory files
- \_\_\_\_\_ 3. Unwarranted invasion of personal privacy
- \_\_\_\_\_ 4. Records of which this agency is legal custodian cannot be found
- \_\_\_\_\_ 5. Record is not maintained by this agency
- \_\_\_\_\_ 6. Exempted by statute other than the Freedom of Information Act
- \_\_\_\_\_ 7. Other (specify): \_\_\_\_\_

\_\_\_\_\_  
Signature of Records Access Clerk or Designee

\_\_\_\_\_  
Date

-----

NOTICE: You have the right to appeal a denial of this application in writing to the Superintendent of Schools, Sharon Springs Central School, PO Box 218, 514 St. Hwy. Rt. 20, Sharon Springs, NY 13459. The Superintendent of Schools must fully explain the reasons for such denial in writing within ten (10) days of receipt of an appeal.

I HEREBY APPEAL:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date