


ACCESS TO SCHOOL DISTRICT RECORDS EXHIBIT

APPLICATION FOR ACCESS TO SCHOOL DISTRICT RECORDS

TO: Records Access and Records Management Officer

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

Please see next page for full request.

	For Jackson Parker	08/08/2022
(Signature)		(Date)

(Representing)		(Telephone Number)

MuckRock News, DEPT MR 132213, 263 Huntington Ave, Boston, MA 02115

(Mailing Address)

FOR AGENCY USE ONLY

Approved []

Denied for the reason(s) listed below:

(Signature)	(Title)	(Date)

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE APPEALS OFFICER WHO MUST FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING FIVE DAYS AFTER RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

(Signature)	(Date)

ACCESS TO SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and governing the procedures to be followed to obtain access to district records. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

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.

Cross-ref: 5500, Student Records
6600, Fiscal Accounting and Reporting
6630, Financial Reports and Statements
8111, Reporting of Hazards
9510, Personnel Records

Ref: Public Officers Law §84 et seq.
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
8 NYCRR Part 185

Note: Policy added
[The Freedom of Information Law (FOIL) requires all Boards of Education to adopt rules and regulations regarding school district records.]

Adopted April 4, 1995

Revised March 27, 2001

To Whom It May Concern:

Pursuant to the New York Freedom of Information Law, I hereby request the following records:

All records, communications or briefings created, generated, forwarded, transmitted, sent, shared, received, or reviewed by any district official in any way describing or attempting to describe the definition of the phrase "new normal", including but not limited to any record located on backup tapes, archives, any other recovery, backup, storage or retrieval system, district electronic mail or message accounts, non-district electronic mail or message accounts, personal electronic mail or message accounts, district servers, non-district servers, and personal servers, as well as any electronic mail or message carbon copied to district account recipients, any electronic mail or message carbon copied to non-district account recipients, any electronic mail or message forwarded to district account recipients, any electronic mail or message forwarded to non-district account recipients, and attachments to any electronic mail or message.

For purposes of this request, the term "district official" includes, but is not limited to, any person who is 1) employed by or on behalf of the district, any sub unit of the district or agent of the district, in any capacity; 2) contracted for services by or on behalf of the district, any sub unit of the district or agent of the district, in any capacity; 3) appointed by the superintendent of schools or BOCES or NYSED to serve in any capacity at or within the district, any sub unit of the district or agent of the district, in any capacity; 4) any such person's staff, agent or employee; all without regard to the component, district, sub unit of the district, or office in which that person serves.

For purposes of this request, the term "briefing" includes, but is not limited to, any in-person meeting, teleconference, electronic communication, or other means of gathering or communicating by which information was conveyed to one or more persons.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Jackson Parker