


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	03/08/2023
(Signature)		(Date)
N/A	617-299-1832	
(Representing)	(Telephone Number)	

MuckRock News, DEPT MR142274, 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:

I am seeking all records related to the American Academy of Pediatrics (AAP) and the Council on School Health (COSH), including any communications or correspondence between the school district and these organizations, or any other party that may have provided information to the district from these organizations.

To help identify responsive records, you can limit your time period to 1/1/2017 until the date of final response; also I request that you search for the following terms, which are focused on the American Academy of Pediatrics and its affiliated organizations:

"American Academy of Pediatrics"

"AAP"

"Council on School Health"

"COSH"

"pediatric"

"child health"

"school health"

Please include records of any type, including but not limited to emails, letters, memoranda, reports, meeting minutes, presentations, and any other records of communication or correspondence between the American Academy of Pediatrics, the Council on School Health, and the school district or any other party that may have provided information to the district from these organizations.

If no records are responsive to this request, please provide a certification of that fact pursuant to Public Officers Law §89(3), and inform me of the district's obligations under LGS-01 to retain records until any appeal has been resolved.

If any records are withheld, please provide an explanation of the legal basis for the withholding.

If my request is denied in whole or in part, please provide a written explanation of the reasons for the denial.

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