

SUBJECT: PUBLIC ACCESS TO RECORDS (FOIL REQUESTS)

Access to District records will be consistent with the rules and regulations established by the New York State Committee on Open Government and will comply with all the requirements of the New York State Freedom of Information Law (FOIL).

Records Access Officer

The Superintendent, subject to the approval by the Board, will designate a Records Access Officer who shall have the duty of coordinating the District's response to public requests for access to records.

Fulfilling FOIL Requests

The District shall provide copies of records in the format and on the medium requested by the person filing the FOIL request if the District can reasonably do so regardless of burden, volume, or cost of the request. Copies of appropriate records may be obtained at the requester's expense as permitted by law and regulation, per the fee schedule found in regulation 3310R1.

The District may require a person requesting lists of names and addresses to provide a written certification that they will not use the lists of names and addresses for solicitation or fundraising purposes and will not sell, give, or otherwise make available the lists of names and addresses to any other person for the purpose of allowing that person to use the lists of names and addresses for solicitation or fundraising purposes.

Requests for Records via E-mail

If the District has the capability to retrieve or extract electronic records with reasonable effort, it will provide the records electronically upon request. The District shall accept requests for records submitted in the form of requests by email and respond to such requests by email 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).

When the District maintains requested records on the internet, the response will inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

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

2021

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Community Relations

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

Board of Education Meetings and Records

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
Public Officers Law Article 6
21 NYCRR Part 1401

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

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

Revised: 11/23/2021