



Book	Policy Manual
Section	2000 - Community Relations
Title	Public Access to Records
Code	2310
Status	Active
Adopted	July 10, 2012

PUBLIC ACCESS TO RECORDS

It shall be the policy of this BOCES to make available to the public all materials and records required to be made public pursuant to Article 7 of the New York Public Officers Law, known as the Freedom of Information Law.

A Records Access Officer shall be designated by the District Superintendent, subject to the approval of the Board, who shall have the duty of coordinating the BOCES' response to public request for access to records.

Requests for Records via Email

The BOCES shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the BOCES. This information shall be posted on the BOCES website, clearly designating the email address for purposes of receiving requests for records via this format.

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

The BOCES shall respond to a request within five (5) business days of the receipt of a request. Should all or part of the request need to be denied, the BOCES shall respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government.

Legal	Education Law Section 2116
	Public Officers Law Sections 87 and 89
	21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760