

## **Freedom of Information Law (FOIL)**

New York State's Freedom of Information Law (Public Officers Law §87 et. seq., allows members of the public to access records of governmental agencies. FOIL provides a process for the review and copying of an agency's records. [More information about the Freedom of Information Law](http://www.dos.ny.gov/coog/foil2.html) can be found at: <http://www.dos.ny.gov/coog/foil2.html>.

### **Freedom of Information Law (FOIL) Requests**

Freedom of Information Law requests for the Haldane Central School District records may be made by Mail, Email or Fax to:

Records Access Officers Haldane Central  
School District  
15 Craigsides Drive  
Cold Spring, NY 10516  
jdesmarais@haldaneschool.org  
845-265-9254, ext. 111 (phone)  
845-265-9213 (fax)

### **Fee for Duplication of Records**

The Haldane Central School District charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). There is no provision in law or regulation for waiver of this fee. Payment must be made to Haldane Central School District by check or money order. Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

### **Inspection of Records**

The Haldane Central School District records are available for inspection at no cost to the public. Copies are available at the statutorily permitted duplication fee of \$.25 per page by check or money order made payable to the Haldane Central School District. Requests for inspection must be in writing and addressed to the Records Access Officer via regular or electronic mail or facsimile. The Records Access Officer will acknowledge receipt and provide the requestor with the Haldane Central School District staff person's name, title, and phone number to schedule an appointment at a mutually convenient date and time for inspection. Records or portions thereof which are prohibited from disclosure pursuant to FOIL or Family Educational Rights and Privacy Act (FERPA) will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s) and of the procedures to appeal to the Superintendent of Schools. Inspection of records is by appointment between the hours of 9:00 a.m. and 5:00 p.m.

### **FOIL Appeal Procedures**

Any person denied access to a record may within thirty days appeal in writing to:

Dr. Philip Benante  
Superintendent of Schools  
Haldane Central School District  
15 Craigsides Drive  
Cold Spring, NY 10516