

# Public Access to Records

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The Board of Education has designated District Clerk, Laura Smith, as the Records Access Officer who shall have the duty of District response to public requests for access to records. Ms. Smith is located in the District Office at the MS/HS, 26 Institute Street, Frewsburg, NY 14738. Ms. Smith's telephone number is 716-569-7041 and her email address is [lsmith@frewsburgcsd.org](mailto:lsmith@frewsburgcsd.org).

## Request for Public Access to Records

The Central Office is designated as the location where records shall be available for public inspection and copying. The District will accept requests for public access to records and produce records during all hours it is regularly open for business.

1. The District requires that a request be made in writing.
2. A request shall reasonably describe the record or records sought. Whenever possible a person requesting records should supply information regarding dates, file designations, or other information that may help to describe the records sought.
3. The District requires 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 name 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. Please note that if an individual requesting this information fails to provide this certification, the Frewsburg Central School District will deny access to the names and addresses based on an unwarranted invasion of personal privacy.

## Requests for Public Access to Records via E-mail

If the District has the capability to retrieve electronic records, it will provide such records electronically upon request.

Subject Matter List (Updated 4/22/2022)

Accident Reports – Student and Workers' Compensation

Accounts Payable Records

Annual District Budgets

Annual Financial Reports

Appropriation and Expense Ledgers  
Archival and Memorabilia  
Asbestos Abatement Records  
Attendance Reports  
Audit Reports  
Bank Security and Journals  
Bank Statements and Receipt Books  
Basic Educational Data System (BEDS) Reports  
Bidding Records  
Board of Education Minutes – Work Sessions, Regular and Special  
Board of Education Minute Supplements  
Bond Issue Information  
Bond Registers  
Building Health Inspection Reports  
Building Project Reports  
Capital Outlay Project Records  
Capital Improvements Project Records  
Census Reports  
Centralization Information  
Civil Service Records and Reports  
Debt Statements  
District Educational Plan and Curriculum  
District Newsletters  
Employment Certificates  
Employee Contracts and Negotiations  
Employee Earnings Reports  
Equipment Inventories  
Extra-classroom Activities Fund Records  
Federal Aid Records  
Fire Drill Reports  
Fire Inspection Reports  
General Ledger  
Grant Records  
Health Insurance Records  
Insurance Policies  
Journals of Original Entry  
Lead Testing in Water Results  
Legal Cases  
Minutes of District Annual Meetings  
Payroll Records

Personnel Records  
Policy Manual  
Property Deeds  
Purchasing Records  
Record of District Disbursements  
Record of District Elections  
Records of Special District Meetings  
Regents Examination Records  
Retirement and FICA Reports  
Sales Tax Records  
School Budget Records  
School Calendar  
School District Contracts  
School Lunch Records  
Social Security Reports  
Staff Reports  
Standardized Test Scores (Group)  
State Aid Records  
State Education Reports  
Student Driver Education Reports  
Student Health Records  
Student Records, Other  
Tax Collection Records  
Transportation Records  
Treasurer's Reports and Receipts  
Tuition Records  
Yearbooks

## **Fees**

There will be no fee charged for the following:

- a. Inspection of records;
- b. Search for records;
- c. Certification of documents;
- d. Copies of documents which have been printed or reproduced for distribution to the public.

The District will charge a fee of twenty-five cents (\$.25) per photocopy not exceeding 9x14 inches except when a different fee is otherwise prescribed by statute.

The Frewsburg Central School District will 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 Frewsburg Central School District will respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government. Further information is available on the website for the [Committee on Open Government](#).

### **Appeals**

Any person denied access to records may appeal within thirty (30) days of a denial. Appeals should be directed to the following:

Mrs. Shelly O'Boyle  
Superintendent  
Frewsburg Central School District  
PO Box 690  
Frewsburg, NY 14738



FREWSBURG CENTRAL SCHOOL DISTRICT
APPLICATION FOR PUBLIC ACCESS TO RECORDS

Records Access Officer
Frewsburg Central School
PO Box 690
Frewsburg, NY 14738

I hereby apply to inspect the following record(s) \_\_\_\_\_

Print Name Signature Date

Representing Mailing Address

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FOR AGENCY USE ONLY

[ ] Approved Inspection [ ] Approved for Copies \_\_\_\_\_ Cost \$\_\_\_\_\_

Total Received \$\_\_\_\_\_

Denied (for the reason(s) checked below)

- [ ] Confidential Disclosure [ ] Part of Investigatory Files
[ ] Unwarranted Invasion of Personal Privacy
[ ] Record of which this agency is legal custodian cannot be found
[ ] Record is not maintained by this agency
[ ] Exempted by statute other than the Freedom of Information Act
[ ] Other (Specify) \_\_\_\_\_

Signature, Records Access Officer Date

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NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain his/her reasons for such denial in writing within ten (10) business days of receipt of an appeal.

Name Business Address

I hereby appeal:

Signature Date