

Book	Holland Central School District Policy Manual
Section	3000 - Community Relations
Title	Public Access to Records
Code	3310
Status	Active
Legal	21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760 Public Officers Law Sections 87 and 89 Education Law Section 2116
Cross References	1510 - Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
Adopted	May 7, 2018
Last Reviewed	April 25, 2018

Access to records of the District will be consistent with the rules and regulations established by the State Committee on Open Government and will comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

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

The District will provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the District can reasonably do so regardless of burden, volume or cost of the request.

Requests for Records via E-mail

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District will accept requests for records submitted in the form of electronic mail and respond to these requests by electronic mail using the forms supplied by the District. This information will be posted on the District website, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, 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.