



**Subject Matter List of Records Held  
(As of April 9, 2025)**

Records in the possession of the school, whether or not available under FOIL, include but are not limited to the categories listed below. Some records may contain personal and confidential information that is not available for public access pursuant to the Freedom of Information Law (FOIL) (Public Officers Law, Section 84, et seq.), the Family Educational Rights and Privacy Act (FERPA), or the Disabilities Education Act (which are exceptions to FOIL).

Committee on Open Government: <http://www.dos.ny.gov/coog/>

**Board of Trustees**

Meeting Minutes and Agendas  
Corporate and Governance Documents  
Bylaws  
Charter  
Annual financial disclosures  
Board Policies and Handbooks

**Financial Records**

Audits  
Financial Statements  
Billing Records  
Real estate records, leases  
Bank records  
Insurance records

**Human Resources**

Employment Records  
Evaluations  
Fingerprint Clearance Records  
Certification Records  
Benefit information

**Contracts**

Service contracts

**Student Records & Scholar Performance**

Cumulative Records

Report Cards  
Standardized Test Results  
IEP/504 Plans  
Assessments  
ML records  
FERPA notices  
Graduation rates  
APPR  
Student discipline records  
Aggregated school-wide standardized test results

**Student Health**

Immunization Records  
Medical Records  
Accident/incident reports

**Safety**

School SAVE Plan  
Reports of Fire Department Inspections  
Certificates of Occupancy

**Authorizer (SUNY) information**

Charter applications  
Renewal applications/reports  
School visit reports  
NYSED Annual Reports

**Legal Records**

Claims