

FOIL- Freedom of Information Law (FOIL)

SUBJECT: PUBLIC ACCESS TO RECORDS

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

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

The District may 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.

Regulations and procedures pertaining to accessing and providing District records shall be as indicated in the School District Administrative Manual.

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 shall accept requests for records submitted in the form of electronic mail and may respond to such requests by electronic mail using the forms supplied by the District. The instructions for making a request for information shall be posted on the District Web site, 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 shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

Procedure

Within 5 days of receiving a written FOIL request, the education corporation will: a) make such record available; b) deny such request in writing; or, c) furnish a written acknowledgement of the receipt of such request and a statement with the approximate date (within 20 business days) such request will be granted or denied. A request cannot be denied on the basis that is burdensome or too costly. Yet, if circumstances prevent the education corporation from providing the records within 20 business days of the date of the acknowledgement of the request (not the date of the request), the education corporation must state, in writing, (1) the reason it is not able to provide the record within the 20 business days; and, (2) a reasonable date certain (not an approximate date) by which some or all of the records requested will be provided.

Board of Education Meetings and Records

District records subject to release under the FOIL, as well as any proposed rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If the District maintains a regularly updated website and utilizes a high speed internet connection, such records may be posted on the Web site to the extent

practicable, prior to the meeting. Education Law Section 2116 Public Officers Law Sections 87 and 89 21
New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760

RIGHT TO SEE RECORDS

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

South Buffalo Charter School has adopted policy governing when, where, and how you can see public records.

The policy can be seen at all places where records are kept. According to this policy, records can be seen at:

154 South Ogden Street
Buffalo, New York 14210

The following official will help you to exercise your right to access:

**Records Access Officer:
Director of Finance and Operations**

154 South Ogden Street
Buffalo, New York 14210
(716) 826-7213

If you are denied access to a record, you may appeal to the following body:

**South Buffalo Charter School Board of Trustees
President, Board of Trustees**

154 South Ogden Street
Buffalo, New York 14210