

**COMMUNITY RELATIONS****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 Superintendent, subject to the approval of the Board of Education, who shall have the duty of coordinating the School District's response to public request for access to records.

The District shall 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.

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 respond to such requests by electronic mail. This information shall 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 shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

The District shall 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 District shall respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government.

**News Release**

Press releases for departments, schools or divisions of the district shall be channeled through and mailed to newspapers from the central office (the Office of the Superintendent of Schools) or designee. Exceptions to the policy shall be releases on athletic and recreational activities. This shall allow the combination of articles on similar topics from different schools. It shall also provide an opportunity for uniform preparation and distribution to the Board of Education, staff members and the news media.

Education Law Section 2116

Public Officers Law Sections 87 and 89

21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760

**Re-Adopted: February 13, 2013**

