

PUBLIC ACCESS TO RECORDS; REGULATIONS

The Sackets Harbor Central School District adopted the following procedures to assure the public orderly and expeditious access to school district records:

1. Designation of Officers

- a. The Fiscal Officer for purposes of these procedures shall be the District Clerk whose office is located at Sackets Harbor Central School, Sackets Harbor, NY.
- b. The Records Access Officer for purposes of these regulations shall be the District Clerk whose office is located at Sackets Harbor Central School, Sackets Harbor, NY.

2. Place of Inspection

School District records shall be available for inspection at the District Office located at Sackets Harbor Central School, Sackets Harbor, NY.

3. Times for Inspection

School District records may be inspected any business day between the hours of 8:00 am. and 4:00 p.m. on regular business days.

4. Fees

- a. All charges for copies made under these regulations shall be paid for at the time the request for copies is made.
- b. For each page copied there will be a charge of twenty-five cents (\$.25).
- c. There shall be no charge for:
 1. public inspection of the record,
 2. certifying the correctness of a record, or
 3. certifying that a record of the school district can not be found.

5. Applications for Public Access to Records

- a. The request for records shall be made in writing upon the forms provided.
- b. The request shall reasonably describe the record or records sought.
- c. The applications shall be presented to the Records Access Officer, who shall respond within five business days of receipt of the request.
- d. Upon locating the record, the Records Access Officer will take one of the following actions:
 1. review such records and delete any information which would constitute an unwarranted invasion of personal privacy and thereafter make the record promptly available for inspection or schedule an appointment for inspection, or

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2. deny access to the record.
 - e. Upon request for copies of records the Records Access Officer shall:
 1. make copies available upon payment or offer to pay established fees;
 2. where agency does not have facilities for reproduction of records, a typed or handwritten transcript shall be made on request. A charge will be made for the clerical time involved in making the transcript;
 3. on request, certify to the correctness of the records copied.
 - f. If the record cannot be located, the Records Access Officer will take one of the following actions:
 1. certify in writing that the agency is not the legal custodian for such record, or
 2. certify in writing that the records of which the agency is legal custodian cannot be found after diligent search.
6. Denial of Access
- Any individual denied access to school district records may appeal such denial to the Board of Education. Such request for appeal shall be filed with the Clerk of the Board along with a copy of the denial within 30 days after the denial. The Board shall inform the applicant of its decision within ten days of receipt of such an appeal.
7. Subject Matter List
- The School District will maintain and make available for public inspection and copying a record-retention and disposition schedule as reflected in State Education Department publications.
8. Public Notice
- The following information shall be made available in the School District office:
- a. the location where records shall be available for inspection and copying;
 - b. the name, title, business address and business telephone number of the designated Records Access Officer;
 - c. the right to appeal by any person denied access to a record and the name and business address of the person to whom an appeal is to be directed.
- News media access to certain information shall be made upon written request on the prescribed form. Payroll information will be provided to the press. Such information will not be used for any private, commercial, fund-raising or other purpose as prohibited under Public Records Law, Section 89(2)(b)iii.

Legal Ref: New York State Public Officers Law sections 84 et seq.
New York State Education Law sections 1708(3); 2116
Regulations of the Commissioner, Part 185

Approved: March 18, 2002