

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Application for Public Access to Records

TO: Records Access Officer
Michelle Cramer
West Irondequoit Central School District
321 List Avenue
Rochester, NY 14617

I hereby apply to inspect the following record(s) and [] do request a copy of the same*; [] do not request a copy of the same:

Four horizontal lines for listing records.

Signature: _____ Date: _____

NAME (Print or Type) TELEPHONE NO.

ADDRESS - Street CITY, STATE, ZIP

Representing: _____ (Name of organization, if applicable)

ADDRESS TELEPHONE NO.

FOR USE OF RECORDS ACCESS OFFICER ONLY

[] Request Approved: I certify that the record provided is correct.

Received (\$.25 per single-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
Received (\$.50 per double-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
*(See attached Policy 3310 for additional information about costs and fees)

Signed: _____ Date: _____
Records Access Officer

[] Request Disapproved for Reason No. _____ (See reverse side for reasons for denial.)

Signed: _____ Date: _____
Records Access Officer

NOTE: You have the right to appeal a denial of this application to the Superintendent of Schools, West Irondequoit Central School District, 321 List Avenue, Rochester, NY 14617, who must fully explain the reason for denial in writing within seven days of receipt of an appeal.

I hereby appeal the denial of this request.

Signature: _____ Date: _____

RECORDS EXEMPTED FROM PUBLIC ACCESS

1. **Records specifically exempted from disclosure by state or federal statute. Under this exception, the Board may deny access to: student information which is made available to the parent and eligible student over 18 years of age, and is otherwise confidential under federal law; names of and charges placed against tenured teachers or supervisors which are held to be confidential under the State Education Law; child abuse reports, which are confidential under the Social Services Law; and material prepared for litigation or otherwise privileged as the work of an attorney pursuant to state or federal rules of civil procedure.**
2. **Records which if disclosed would constitute an unwarranted invasion of personal privacy.**
3. **Records which if disclosed would impair present or imminent contract awards or collective bargaining negotiations.**
4. **Records confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license.**
5. **Records which are compiled for law enforcement purposes and which, if disclosed, would:**
 - a. **interfere with law enforcement investigations or judicial proceedings;**
 - b. **deprive a person of a right to a fair trial or impartial adjudication;**
 - c. **identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures;**
 - d. **reveal criminal investigative techniques or procedures, except routine techniques and procedures.**
6. **Records which if disclosed would endanger the life or safety of any person.**
7. **Records which are interagency or intraagency communications, except to the extent that such materials consist of:**
 - a. **statistical or factual tabulations or data;**
 - b. **instructions to staff which affect the public;**
 - c. **final Board policy determinations.**
8. **Records which are examination questions or answers that are requested prior to the final administration of such questions.**
9. **Records which are computer access codes.**
10. **Record is not maintained by this district.**



West Irondequoit Central School District

Policy 3310

Community Relations

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 Section 87.

A Records Access Officer shall be appointed by the Board of Education. The officer shall have the duty of coordinating the School District's response to public request for access to records.

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

Requests for Records via E-mail

Where the District has the capability to retrieve electronic records, it will provide such records electronically upon request. The District will accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. The procedure for requesting records 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 shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

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 an open Board meeting, will be made available upon request, to the extent practicable, prior to the meeting. In addition, to the extent practicable, such records will be posted on the District website prior to the meeting.

Costs and Fees

The Board of Education will establish reasonable fees for paper copies of records. A fee equal to any actual costs incurred by the district in furnishing information through the use of any other format shall be imposed.

Any time spent in excess of two hours for reproducing records will be charged back to the person/entity requesting the records. This fee will be equal to the hourly pay rate attributed to the lowest paid school district employee who has the necessary skill to prepare and copy the requested records. If a storage media other than paper is required, the requester will be charged the actual cost of the storage media used.

If an outside professional service needs to be hired in order to comply with a request, a fee that is equal to any costs imposed on the District by the outside service will be charged to the party requesting the records.



West Irondequoit Central School District

Education Law Section 2116
Public Officers Law Sections 87 and 89
21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and
9760

Adopted: 06/11/98

Revised: 07/10/07; 06/18/09; 05-17-12, 09-08-16