



BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

AUDIT

1. Audits
 - a. Fiscal
 - b. Non-fiscal
2. Annual report of audit by independent public accountant
3. Financial disclosure
4. Report of examination by state comptroller

BOARD OF EDUCATION

1. Agenda
2. Ballots
3. Candidate campaign expenditure and contribution statements
4. Candidate designation/nomination
5. Minutes of board meetings
6. Notices of annual meetings
7. Nominating petitions.
8. Oath of office.
 - a. Election officials
 - b. Public officials and employees
9. Policies
10. Recordings, public meetings
11. Resolutions
12. Voter registration list
13. Voting poll lists
14. Voting poll rosters

BUDGET

1. Budget
 - a. Annual
 - b. Capital construction
 - c. Change requests
 - d. Contingency
 - e. Final
 - f. Preliminary
 - g. Proposed



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

BUILDINGS & GROUNDS

1. Annual fire inspection reports of school facilities
2. Applications for school facilities use
3. Architectural drawings
4. Arson reports
5. Asbestos reports
6. Construction
7. Facility Report Card
8. Fire safety report
9. Insurance
 - a. Appraisals
 - b. Claims
 - c. Fire
 - d. Health
 - e. Liability
 - f. Policies
 - g. Property
 - h. Theft
 - i. Title
10. Logs
 - a. Accidents and illnesses
 - b. Equipment maintenance
 - c. Facility maintenance and repair
 - d. Legal
 - e. Telephone
11. Long-range plan for educational facilities
12. Maps
 - a. Capital construction
 - b. District
 - c. District organization
13. Pool
14. Property damage report
15. Safety drill
16. Safety inspection
17. School Property Tax Report Card
18. School safety, improvement plans and records
19. Security
20. Vandalism reports
21. Videotapes
22. Visitor's register
23. Work orders



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

COMMUNICATION

1. Bulletins
2. Calendars
3. Code of Conduct
4. Code of Ethics
5. Correspondence
6. Homepage or Website Publications
7. Internet
 - a. Services and use
8. Lists
 - a. Mailing lists
 - b. Magnet School students
 - c. Pre-K students
 - d. Purchasing
 - e. Special Education services
 - f. Students
 - g. Subject Matter Lists of Records
 - h. Vendors
9. Manuals
 - a. Policies
 - b. Procedures
10. Newsletters
11. Photographs
12. Press Releases
13. Proofs of Publication
14. Public Access Television

CURRICULUM

1. Adult Education
 - a. Curriculum
 - b. Program
 - c. Student records
2. After-school activities
3. Alternative learning
 - a. Curriculum
 - b. Program
 - c. Student records
4. Applications
 - a. Curriculum



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

- b. Educational programs
5. Detention notices
6. Dual Language programs
7. Diplomas
8. ESL programs
9. Extra-curricular activities
 - a. Athletics
 - b. Clubs (parent-sponsored)
 - c. Field trips
 - d. Student organizations
10. GED (General Educational Development)
11. Gifted and Talented programs
12. High School Equivalency
 - a. Curriculum
 - b. Program
 - c. Student records
13. Home Instruction
14. Individualized Education Program (IEP)
15. Lesson plans
16. Literacy programs
17. Magnet school students
18. National Honor Society
19. National Junior Honor Society
20. Parent-Teacher organizations
21. Physical Education program
22. Pre-K students
23. Program admission applications
24. Program files
25. Program plans
26. Progress reports
27. Regents diplomas
28. Regents examinations
29. Special Education services

EDUCATIONAL DATA

1. Basic Educational Data System (BEDS)
2. Comprehensive Assessment Report (CAR)
3. Data Administration
4. Data Documentation
5. Library



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

- a. Catalog
6. Regional Information Centers (BOCES)
7. School Report Card
8. Student Information Systems

EQUIPMENT/INVENTORY

1. Report of fixed assets inventory
2. Chemicals, toxic substance inventory
3. Fuel, equipment use
4. Maintenance and repair
5. Motor vehicles
6. Property
7. Records
8. Warranties/specifications

FINANCE

1. Accounting records
2. Annual financial and statistical reports
3. Applications for federal grants and claims for reimbursements when such applications are granted
4. Appropriation and expenditure reports
5. Assessment (tax)
 - a. Exemption records
 - b. Grievances
6. Banking and Investment
 - a. Checking
 - b. Deposits books and slips
 - c. Direct deposit records
 - d. Statements
 - e. Warrants
7. Bids
 - a. Canceled
 - b. Capital construction
 - c. Public property sale or discard
 - d. Purchasing
8. Billing records
9. Bonds and Notes
 - a. Proof of posting



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

- b. Surety bonds, public officials
- 10. Checks
 - a. Canceled
 - b. Copies and check stub
 - c. Payroll
 - d. Pre-consolidation
 - e. Registers
 - f. Voided
- 11. Capital Facilities Plan
- 12. Cash disbursements ledger
- 13. Cash receipts
- 14. Cash transactions
- 15. Check register
- 16. Encumbrances
- 17. Expenditure ledger
- 18. General journal
- 19. General ledger and revenue ledger
- 20. Paid bills, including invoices or claims, purchase order copies, receiving information, requisitions, packing slips, and other pertinent data appropriate for payment
- 21. Past-due accounts
- 22. Purchase orders
- 23. Purchase requisitions
- 24. Real property
 - a. Acquisition or sale
 - b. Transfers
- 25. Receipts issued by Treasurer
- 26. Reimbursements, claims
- 27. State aid reimbursement/reports
- 28. Textbook loans, non-public school students
- 29. Transfer of funds register
- 30. Treasurer's monthly report
- 31. Warranties and guaranties

FUNDING

- 1. Awards, grants and gifts
- 2. Fundraising
- 3. Gifts and prizes awarded to students
- 4. Scholarships and awards
- 5. State Aid funding



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

INSURANCE

1. Policies
2. Liability

LEGAL

1. Americans with Disabilities Act
 - a. Compliance Records
2. Child abuse and maltreatment reports
3. Claims, notice of
4. Claims and warrants
5. Contracts
 - a. Capital Construction
 - b. Collective bargaining
 - c. Public Employees
6. Court Orders
7. Freedom of Information Law requests
8. Hearings
 - a. Audits
 - b. Budget
 - c. Employee grievance
 - d. Public
 - e. Referendum
 - f. Student disciplinary
9. Internal Investigations
10. Legal Actions
 - a. Briefs
 - b. Insurance cases
 - c. Subpoena
11. Legal notices

LUNCH PROGRAM

1. Annual application for participation in school lunch, breakfast, and special milk programs
2. Claim for reimbursement for school lunch, breakfast, and special milk programs
3. Food inspection/investigation
4. Food management and child nutrition
5. Free and/or reduced price school lunch and breakfast policy
6. School lunch, breakfast, and special milk program agreements



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

PAYROLL AND PERSONNEL

1. Administrative organizational chart
2. Affirmative action investigations
3. Employees
 - a. Contract negotiations
 - b. Disciplinary proceedings
 - c. Earnings (in-service) credit records
 - d. Employee Assistance Program
 - e. Financial disclosures
 - f. Grievance
 - g. Health insurance
 - h. Injury and illness records
 - i. Oath of office
 - j. Personnel records
 - k. Timesheets
 - l. Unions
4. Health Insurance, employees
5. Insurance
 - a. Unemployment
 - b. Workers' Compensation
6. Organization chart
7. Payroll
 - a. Assignments and garnishments of salary
 - b. Checks
 - c. Direct deposit records
 - d. Individual earnings records
 - e. Payroll register (computer print-out)
 - f. Wages
8. Records of names, business addresses, titles, and salaries of all officers and employees
9. Professional Development Plan
10. Professional Performance Review Plan
11. Resignations
12. Substitute teacher registry
13. Termination of employment
14. Work schedules
15. Workers' Compensation
16. Working Papers



BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

RECORDS

1. Academic records
2. Archival records
 - a. Administration
 - b. Retention and destruction of Records
3. Attendance plans
4. Attendance records
5. Census records
6. Disciplinary records
 - a. Employees
 - b. Students
7. Election Records
 - a. Campaign finance
 - b. Voter registration
 - c. Voting poll rosters
8. First aid records
9. Grade reports
10. Guidance records
11. Health records
 - a. Employee
 - b. Students
12. Hiring records, employees
13. ID cards
14. Immunization records
15. Instructor's grade records, test scores and marking sheets
16. Interns and volunteers, personnel records
17. Interview records, employee
18. Job classification records
19. Job postings
20. Meeting files
21. Memoranda
22. Microfilmed records
23. Permanent record cards
24. Public access to records
25. Pupil Personnel cumulative record
26. Records disposition & retention schedule
27. Records management
28. Report cards
 - a. School District progress reports
 - b. School performance
29. Reports



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

- a. Accident
- b. Administrative
- c. Annual
- d. Budget
- e. Fire safety inspection
- f. Fiscal
- g. Health
- h. Property damage
- i. Safety
- j. Special Education
- k. Statistical
- l. Student data
- m. Teacher resource and computer training center
- n. Theft
- o. Vandalism
30. Telephone logs

TESTING

1. Achievement tests
2. Aptitude tests
3. Examinations
 - a. Regents
 - b. Student

TRAINING

1. Defibrillator
2. Teacher Resource and Computer Training Centers
 - a. Certification records
 - b. Course records
 - c. Earnings credit records
 - d. Grade and test records
 - e. Reports
 - f. Workshops

TRANSPORTATION

1. Carriers
2. Contracts



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

3. Correspondence
4. Maps
 - a. Bus Routes

MISCELLANEOUS

1. Accreditation
2. Correspondence
3. Missing children
4. Non-resident pupil tuition
5. Planning studies
6. Registers
 - a. Accounting
 - b. Archives users
 - c. Bond and Note issue and cancellation
 - d. Invoice
 - e. Students with disabilities
 - f. Visitor
7. Registration
 - a. School
 - b. Voter
8. Regulations
9. Travel
 - a. Expense verifications
 - b. Schedules

PLEASE NOTE: Records will be made available for public inspection and/or copying, except that we may deny access to records or portions thereof that:

- are specifically exempted from disclosure by state or federal statute;
- if disclosed, would constitute an unwarranted invasion of personal privacy;
- if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- are compiled for law enforcement purposes and which, if disclosed, would:
 - interfere with law enforcement investigations or judicial proceedings;
 - deprive a person of a right to a fair trial or impartial adjudication;



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

- identify a confidential source or disclose confidential information relating to a criminal investigation; or
- reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- if disclosed, could endanger the life or safety of any person;
- are inter-agency or intra-agency materials which are not:
 - statistical or factual tabulations or data;
 - instructions to staff that affect the public;
 - final agency policy or determinations;
 - external audits, including but not limited to audits performed by the comptroller and the federal government; or
- are examination questions or answers which are requested prior to the final administration of such questions;
- if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.

Request for public access to records may be made in person, by mail, or e-mail to:

Mrs. Lisdalia Saraiva, Records Access Officer
and Clerk and Secretary to the Board of Education
City School District of New Rochelle
Administration Building, Second Floor
515 North Avenue
New Rochelle, NY 10801-3416
Telephone: (914) 576-4219
Facsimile: (914) 576-4613
E-mail: lsaraiva@newrochelle.k12.ny.us

OR

Mr. Jeffrey T. White, CPA, Deputy Records Access Officer
and Assistant Superintendent for Business and Administration
City School District of New Rochelle
Administration Building, Second Floor
515 North Avenue
New Rochelle, NY 10801-3416
Telephone: (914) 576-4240
Facsimile: (914) 576-5395
E-mail: jeffreywhite@newrochelle.k12.ny.us



**BOARD OF EDUCATION
CITY SCHOOL DISTRICT OF NEW ROCHELLE
515 NORTH AVENUE
NEW ROCHELLE, NEW YORK 10801-3416**

TEL: (914) 576-4219
FAX: (914) 576-4613

LIST OF RECORDS BY SUBJECT MATTER – Updated March 23, 2018

OFFICE HOURS: Business days, 8:00 A.M. – 4:30 P.M. – September-June;
8:00 A.M. – 3:30 P.M. – July-August

FEE: Fee for copying records is at the statutory rate of \$0.25 per page not in excess of 9” x 14”, or the actual cost of reproducing any other record, as provided by statute. Advance payment for copies plus postage, if applicable, is required, payable to the City School District of New Rochelle.

To the extent possible, please furnish date, title, file designation, or other information to help identify the record.

APPEAL NOTICE:

YOU HAVE THE RIGHT TO APPEAL A DENIAL OF YOUR REQUEST FOR RECORDS IN WRITING TO DR. BRIAN G. OSBORNE, SUPERINTENDENT OF SCHOOLS, CITY SCHOOL DISTRICT OF NEW ROCHELLE, 515 NORTH AVENUE, NEW ROCHELLE, NEW YORK 10801 (TELEPHONE NO. 914-576-4200; E-MAIL: BOSBORNE@NEWROCHELLE.K12.NY.US). APPEAL MUST BE RECEIVED BY THE SUPERINTENDENT OF SCHOOLS WITHIN THIRTY (30) DAYS AFTER THE DENIAL FROM WHICH SUCH APPEAL IS TAKEN. THE SUPERINTENDENT OF SCHOOLS SHALL INFORM THE REQUESTER OF HIS DECISION IN WRITING WITHIN TEN (10) BUSINESS DAYS OF RECEIPT OF AN APPEAL. IF DENIED, THE REASONS FOR DENIAL MUST BE FULLY EXPLAINED.

Additional information may be obtained at the New York State Committee on Open Government Website, <http://www.dos.ny.gov/coog/>.

Rev. 3/23/2018
S:FOIL\FOILSubjectList