

**REGULATIONS OF THE BOARD OF EDUCATION
RE: INSPECTION AND COPYING RECORDS PURSUANT TO
FREEDOM OF INFORMATION LAW**

Second Reading/Adoption: May 22, 2006

**Island Park Union Free School District
Trafalgar Boulevard
Island Park, New York**

Regulations of the Board of Education Relating to Inspection and Copying of Records Pursuant to Freedom of Information Law. (Article 6, Public Officer's Law).

Section 1 - The following officer is designated as both Fiscal Officer and Records Access Officer for the purposes of these regulations:

Superintendent
Island Park Union Free School District
Trafalgar Boulevard
Island Park, NY 11558

Section 2 - Submission of requests for inspection or copies of records:

All requests for inspection or copies of records shall be made to the Officer at the address set forth in Section 1 hereof.

Section 3 - Times when records are available.

Requests to inspect or secure copies of records may be made on any business day between the hours of 9:00 A.M. and 4:00 P.M.

Section 4 - The following procedures shall be followed in connection with requests to inspect or secure copies of records:

- a) Any request by a member of the news media to inspect or secure copies of salary records shall be submitted to the Officer set forth in Section 1 hereof on a form which has been prescribed by the Comptroller of the State of New York, a copy of which is annexed hereto as Appendix A. Any other media requests to inspect or secure copies of records shall be submitted to the Officer set forth in Section 1 hereof on a form which has been prescribed by the Board of Education, a copy of which is annexed hereto as Appendix B.
- b) Requests to inspect or secure copies of records by persons other than members of the news media shall be submitted to the Officer set forth in Section 1 hereof on the form annexed hereto as Appendix B.
- c) The Officer set forth in Section 1 hereof shall determine and advise the person requesting whether said records specified in the request are available for inspection and/or copying.
- d) With respect to records which are determined to be available, the Officer set forth in Section 1 hereof will direct the person requesting records to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon payment of required fee.

- e) With respect to records which are determined not to be available, the Officer set forth in Section 1 hereof will note the reason for the unavailability on the request form and return one copy of the request form to the person requesting records.
- f) Records may be inspected only at the office of location where they are regularly maintained.
- g) Requests by mail for copies of available records may be addressed to the Officer set forth in Section 1 hereof and may be honored, if practicable, upon payment of required fee provided the records, of which a copy is requested, are sufficiently identified for compliance by the District.

Section 5 - Appeals

- a) In the event a request has been denied by the Officer set forth in Section 1 hereof, the person requesting records may appeal such denial to:

Board of Education
Island Park Union Free School District
Trafalgar Boulevard
Island Park, New York 11558

On the form annexed hereto as Appendix B.

- b) All appeals must be delivered to the District Clerk within ten (10) days after the denial from which such appeal is taken.
- c) Appeals will be determined by the Board of Education or their authorized representative.

Section 6 - Fees

- a) The fees for copies of available records shall be as follows:
 - 1) Pages not larger than 8 ½ by 14 inches: \$.25 per page.
 - 2) Stenographic reproduction: \$3.25 per page (8 ½ by 11 inches).
- b) Fees shall be paid by check, money order, or cash, payable to the Board of Education, Island Park UFSD.

APPENDIX A

NOTICE OF INTENTION TO EXAMINE PUBLIC EMPLOYMENT RECORDS

(For use by members of the news media, pursuant to the Freedom of Information Law of the State of New York)

TO: The Payroll Officer or the Public Information Officer of the Unit Named Below

PLEASE TAKE NOTICE that on the day specified (during your regular business hours, and subject to the rules of your Agency) I intend to examine, with the privilege of copying, the particular records specified below.

I CERTIFY that the only purpose of the examination is to gather information as a member of the news media and that it will not be used for any private, commercial, fund raising or other purpose.

RECORDS SOUGHT* Names Titles Addresses Salaries

DATE TO BE EXAMINED: _____

UNIT OR AGENCY
(AND ANY OTHER
PARTICULARS) _____

Signature _____ Date Mailed or
Of Applicant _____ Submitted _____

Title of
Applicant _____ Employer _____

*Check appropriate items. But note that names and address of officers and employees of law enforcement agencies may not be released (Public Officers Law, §88(1)g).

FOR AGENCY USE ONLY

Approved **Disapproved**

Signature: _____

Title: _____

Date: _____

INFORMATION and INSTRUCTIONS

The full text of the Freedom of Information Law may be found in new Article 6 of the Public Officers Law (Chapters 578, 579 and 580 of the Laws of 1974, State of New York).

The law requires that the New York State Committee on Public Access to Records (Tower Building, Empire State Plaza, Albany, NY 12223) advise agencies and municipalities by means of guidelines, advisory opinions and regulations.

The law also requires that each agency and municipality adopt conforming rules and regulations. Before the written notice required by §88(1)g of the law is submitted, the applicable rules and regulations should be consulted.

Only "*bona fide members of the news media*" may make use of the notice. A separate notice should be submitted for each member of a news team intending to take part in the examination of records.

In the event the written notice is disapproved by the agency concerned, a duplicate copy should be prepared and retained by the applicant. The law contains provisions for appeals in case access to public records is denied.

APPENDIX B

Application for Public Access to Records

TO: Superintendent
Island Park Union Free School District
Trafalgar Boulevard
Island Park, NY 11558

I hereby apply to inspect the following record (where possible, furnish date, title, names or any other information to help identify the record):

Reason for Request:

(Signature)

(Date)

(Representing or on behalf of)

(Mailing Address)

For School Use Only

_____ **Approved** _____ **Denied** (For reason(s) checked below)

- _____ Confidential Disclosure
- _____ Part of Investigatory File
- _____ Unwarranted Invasion of Personal Privacy
- _____ Records cannot be found
- _____ Records not maintained by District
- _____ Exempted by Statue other than Freedom of Information Law.
- _____ Other (specify)

(Signature)

(Title)

(Date)

NOTICE: You have a right to appeal a denial of this application to the Board of Education, Island Park UFSD, Island Park, NY 11558, which must fully explain its reasons for such denial in writing seven days from receipt of an appeal. Use form below for said appeal.

I hereby appeal for the following reasons:

(Signature)

(Date)

Adopted: April 20, 1977
Revised: November 26, 1979
Revised: July 27, 2004