

Community Relations

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: PUBLIC ACCESS TO RECORDS**

	<u>Responsibility</u>	<u>Action</u>
Requester	1)	<ul style="list-style-type: none"> a. Obtains Application For Public Access To Records request (Form #3310F) to inspect or copy record(s) from Records Access Officer. b. Completes Application For Public Access To Records request (Form #3310F) and submits to Records Access Officer.
Records Access Officer	2)	<ul style="list-style-type: none"> Determines if record(s) specified on form is/are available for inspection and copying: <ul style="list-style-type: none"> a. If available, directs requester within five (5) business days of receipt of request to place where record(s) may be inspected and copied. b. If not available, notes reason for unavailability on request form, returns copy to requester within five (5) business days of receipt of request, and informs requester of right to appeal. c. If unable to grant or deny access to records within five (5) business days of receipt of request, furnishes written acknowledgment of receipt of request and statement of approximate date when determination will be made. d. In cases when a determination has been made to grant a request for a record and circumstances prevent disclosure of the record within twenty (20) business days from the date of the acknowledgement of the request, to state in writing both the reason

(Continued)

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SUBJECT: PUBLIC ACCESS TO RECORDS (Cont'd.)

<u>Responsibility</u>	<u>Action</u>
Records Access Officer (Cont'd.)	for the District's inability to grant the request within twenty (20) business days and a date certain when the request will be granted in whole or in part.
Requester	3) If not satisfied with response submits written appeal to the Appeals Officer within thirty (30) days.
Superintendent/Appeals Officer	4) Within ten (10) business days of the receipt of an appeal, shall: <ol style="list-style-type: none"> a. Further deny access to records sought, fully explaining in writing; b. Provide access to the records sought; or c. Submit to Committee on Open Government a copy of Appeal and final determination.
Requester	5) If denied further access by the Appeals Officer, may bring a proceeding for review of such denial pursuant to Article 78 of the Civil Practice Law and Rules.