

SUBJECT: PUBLIC ACCESS TO RECORDS

Access to records of the District shall be consistent with the rules and regulations established by the New York 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 or his/her designee shall be named by the Superintendent, subject to the approval of the Board of Education, who 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 Policy Manual.

Written Requests for Records

Records may be requested from and inspected or copied at the Office of the Records Access Officer or his/ her designee at 5 Jardine Place, North Babylon, NY 11703 during the hour of 8:00 AM and 4:00 PM on any business day on which the District offices are open. Records may also be requested via e-mail at the address posted on the District's website: www.northbabylonschools.net.

Requests for Records via E-mail

If the District has the capability to retrieve electronic records, it must provide such records electronically upon request. The District shall 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. This information shall 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 one making the request that the records are accessible via the internet and in printed form either on paper or other information storage media.

The District shall respond to a request within five (5) business days of the receipt of a request. Should all or part of the request need to be denied, the District shall respond in the manner set forth by the rules and regulations stipulated by the New York State Committee on Open Government.

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

Adoption Date – March 27, 2008

SCHOOL DISTRICT RECORDS REGULATION

I. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer or his/her designee will have the responsibility for compiling and maintaining the following records:
 - a) A record of the final vote of each member of the Board on any proceeding or matter on which the member votes; and
 - b) A record setting forth the name, school or office address, title and salary of every officer or employee of the District.
3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in I(2), above.

II. Access to Records

1. Records may be requested from, and inspected or copied at, the Office of the Records Access Officer or his/her designee, at 5 Jardine Place, North Babylon, NY 11703 during the hours of 8:00 am and 4:00 pm on any business day on which the district offices are open. Records may also be requested via e-mail at the address posted on the district's website: www.northbabylonschools.net.
2. The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, at the discretion of the Records Access Officer or his/her designee.