

SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools will develop regulations, to be adopted by the Board, ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and

submit such regulations to the Board for approval. Such regulations will address ensuring applicable confidentiality and security of district information, including the protection of student and teacher/principal personally identifiable information in conformance with state Education Law §2-d and regulations 8 NYCRR Part 121. The Superintendent will designate, with Board approval, a Records Access and Records Management Officer pursuant to law.

SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

1. The Records Access Officer will be **the District Clerk**-who will:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted;
 - ensure that district information that is not permitted to be released is not released (see section IV. Records Exempted from Public Access, below); and
 - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.

2. The Superintendent of Schools, with the Board's approval, will designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records, including maintenance of information security as it pertains to release of district records.

records, the cost will be based on the actual cost of reproduction or program

utilized. Fees are subject to periodic review and change. However, no fee will be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copying of documents which have been printed or reproduced for

distribution to the public. No fee will be charged if an identical record has been prepared within the past six (6) months and an electronic copy is available, except for the actual cost of a storage device if one is provided in complying with the request. The

number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer. In determining the actual cost of reproducing a

- d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- 6. which if disclosed would endanger the life or safety of any person;
- 7. which are interagency or intra-agency 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;

- d. external audits, including but not limited to audits performed by the comptroller and the federal government;

- administration of such questions;
- 9. which if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

V. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but is not limited to:

- 1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
- 2. disclosure of employment, medical or credit histories or personal references of

develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

VII. Litigation-Hold

The Superintendent will designate a "discovery" team, comprised of the school attorney, the

discovery team will convene in the event that litigation is commenced to plan to respond to the