

FREEDOM OF INFORMATION

PROCEDURE:

The people's right to know the process of government decision-making and the documents and statistics leading to determinations is basic to our society. This document provides information concerning the procedures by which records may be obtained from the Harpursville Central School District.

SECTION 1: DESIGNATION OF RECORDS ACCESS OFFICER

The Harpursville Central School Board of Education is responsible for insuring compliance with the regulations herein and designates the following person as records access officer: District Treasurer.

The records access officer is responsible for coordinating agency response to public requests for access to records. The records access officer shall insure that personnel:

- a. Assist the requester in identifying requested records, if necessary;
- b. Upon locating the records, take one of the following actions;
 1. Make records available for inspection; or
 2. Deny access to the record, in whole or in part, and explain in writing the reasons therefore.
- c. Upon request for copies of records:
 1. Make a copy available upon payment or offer to pay established fees; or
 2. Permit the requester to copy those records.
- d. Upon failure to locate records, certify that:
 1. Harpursville Central School is not the custodian of such records; or
 2. The records of which Harpursville Central School is a custodian cannot be found after diligent search.

SECTION 2: LOCATION

Records shall be available for public inspection and/or copying at Harpursville Central School, Harpursville, NY.

SECTION 3: HOURS FOR PUBLIC INSPECTION

Harpursville Central School will accept requests for public access to records and produce records during all hours regularly open for business.

SECTION 4: REQUESTS FOR PUBLIC ACCESS TO RECORDS

- a. A written request is required. Request forms are available in the District Office.
- b. A request shall reasonably describe the record sought. A person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.
- c. A response shall be given regarding any request reasonably describing the record or records sought. Except under extraordinary circumstances, a response will be made within five business days of receipt of the request.
- d. If the records access officer does not provide or deny access to the record sought within five business days of receipt of the request, he or she shall furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted or denied within ten business days after the date of acknowledgement or receipt of a request, the request may be construed as a denial of access.

SECTION 5: DENIAL OF ACCESS TO RECORDS

- a. Denial of access to records shall be in writing stating the reason and advising the requester of the right to appeal to the individual established to hear appeals.
- b. The following person shall hear appeals for denial of access to records:
Superintendent of Schools
- c. The time for deciding an appeal by the individual designated to hear appeals shall commence upon receipt of a written appeal identifying:
 1. The date of the appeal;
 2. The date and location of the requests for records;
 3. The records to which the requester was denied access;
 4. Whether the denial of access was in writing or due to failure to provide records promptly as required by Section 4d.
 5. The name and return address of the requester.
- d. The individual or body designated to hear appeals shall inform the requester of its decision in writing within seven business days of receipt of an appeal.

SECTION 6: FEES

- a. There shall be no charge for:
 1. Inspection of records, or
 2. Search for records

- b. Copies of records shall be provided at a cost of 25 cents per page for photocopies not exceeding 9 x 14". The fee for copies of records other than photocopies shall be the actual copying cost. Copying fee to accompany records request form at the time of submission to records access officer.

SECTION 7: PUBLIC NOTICE

A notice containing the title or name and business address of the records access officer and appeals person, and the location where records can be seen or copied will be posted in the area where records are kept.

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Second Reading and adoption: July 11, 1994