

**RYE CITY SCHOOL DISTRICT  
RYE, NEW YORK**

**1120-R**

**SCHOOL DISTRICT RECORDS REGULATION**

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

**I. Designation of Officers**

1. The Records Access Officer shall be the School Business Administrator. He/She shall:
  - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted; 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, shall 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.

**II. 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 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;
  - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and
  - c. a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.
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 II(2), above.

III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, Rye City School District, Rye, New York 10580 during the hours of 9:00 a.m. – 4:00 p.m. on any business day on which the district offices are open. Records may also be requested via email.  
This information shall be posted on the district's website.
2. Fees: 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 email, 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, in the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via email, to the Records Access Officer. Forms are provided (1120-E.1-3) for written and email requests, but are not required.
4. All requests for information shall be responded to within five business days of receipt of the request. The district shall respond to written requests either in writing or via email, and shall respond to email requests via email when possible. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgement of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

IV. Records Exempted from Public Access

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records that:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;
3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the Board and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and which, if disclosed, would:
  - a. interfere with law enforcement investigations or judicial proceedings;
  - b. deprive a person of a right to a fair trial or impartial adjudication;
  - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
  - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. records which if disclosed would endanger the life or safety of any person;
7. records 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;
  - c. final Board policy determinations; or
  - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. records which are examination questions or answers that are requested prior to the final administration of such questions;
9. records which are computer access codes.

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 shall not be 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 applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;

4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon representing reasonable proof of identify, a person seeks access to records pertaining to him or her.

VI. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

Date of Acknowledgement by the Board of Education: April 18, 2017

**RYE CITY SCHOOL DISTRICT  
RYE, NEW YORK**

**1120-E.1**

**SCHOOL DISTRICT RECORDS APPLICATION**

*Application for Public Access to Records*

To: Records Access Officer  
Board of Education  
Rye City School District  
Rye, NY 10580

I hereby apply to inspect only or inspect and request reproduction of the following record  
@ 25 cents per page\*:

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Name \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

May the response and/or records be sent electronically to this email address? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby acknowledge receipt of the reproduction of records.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

**(please see page 2 for continuation of application)**

FOR OFFICE USE ONLY

Approved [ ]

Denied (for the reason(s) checked below)

- Confidential disclosure
- Part of investigatory files
- Unwarranted invasion of personal privacy
- Record of which this agency is legal custodian cannot be found.
- Record is not maintained by this agency
- Exempted by statute other than the Freedom of Information Law
- Other (specify) \_\_\_\_\_

Signature/Title \_\_\_\_\_ Date \_\_\_\_\_

NOTICE: You have a right to appeal a denial of this application to the Superintendent of Schools, Rye City School District, who must fully explain his/her reasons for such denial in writing within ten days of receipt of an appeal.

I hereby appeal \_\_\_\_\_  
Signature Date

\* For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost of reproduction or the program used.

**RYE CITY SCHOOL DISTRICT  
RYE, NEW YORK**

**1120-E.2**

**SCHOOL DISTRICT RECORDS APPLICATION BY E-MAIL**

*E-Mail Application for Public Access to Records*

Note to the public: This form's language is optional but may enhance your use of the Freedom of Information Law. You may choose to utilize certain portions that are most applicable to your request. You may cut and paste the entire form into a new email, read all provisions, and delete and/or modify those that do not apply. The subject line of your request should be "FOIL Request".

To: Records Access Officer  
Board of Education  
Rye City School District  
Rye, NY 10580

1. Please email the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Please advise me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Please inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
4. If all the requested records cannot be emailed to me, please inform me by email of the portions that can be emailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.

**(please see page 2 for continuation of application)**

6. If my request is too broad or does not reasonably describe the records, please contact me via email so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: \_\_\_\_\_.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Name: \_\_\_\_\_

Address [if records are to be mailed]: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



**RYE CITY SCHOOL DISTRICT  
RYE, NEW YORK**

**1120-E.3**

**DISTRICT RESPONSE TO EMAIL REQUEST FOR RECORDS**

[District Respondent will select appropriate responses and cut and paste into email returned to requestor.]

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law  
on \_\_\_\_\_.

1. Attached are electronic copies of the records that you requested.
2. The records that you have requested to inspect will be made available for inspection on \_\_\_\_\_ at \_\_\_\_\_ o'clock. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about \_\_\_\_\_. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
3. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this District. [Indicate information necessary to locate records or the manner in which records are filed, retrieved or generated by the District in order for the applicant to clarify the request.]
4. This District does not maintain or possess the records you have requested. [When possible, indicate to whom the request should be directed.]
5. The records sought can not be found after a diligent search.
6. This District has determined that portions of your request can be denied based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request for records is granted in part and denied in part, and

**NOTE:** Choose one of the following two paragraphs, as appropriate.

- the requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.
- the records are not available electronically. Please remit \$ \_\_\_\_\_. Copies will be provided to you on or about \_\_\_\_\_.

**(please see page 2 for continuation of selections for this response)**

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Name:  
Title:  
Address:  
Email Address:

7. This District has determined that the records that you requested are not required to be made available to the public based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request is denied.

You have 30 days from receipt of a denial of access to records to appeal to:

Name:  
Title:  
Address:  
Email Address:

8. This District has determined that it is unable to respond to your request at this time. Accordingly, on or before [insert date within the next 20 business days] \_\_\_\_\_, we will grant and/or deny access in whole or in part.
9. This District has determined that it is unable to respond to your request in full within the next twenty business days for the following reasons [provide explanation as required by the Freedom of Information Law, §89(3)]:

Accordingly, on or before [insert date] \_\_\_\_\_, we will provide and/or deny access in whole or in part. Please advise by reply email if you would prefer that records be made available on a piecemeal basis if it is feasible to do so.

10. Because the records you have requested include a list of names and residence addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to §89(2)(b)(iii) of the Freedom of Information Law. If you maintain that such records are not sought for commercial or fund-raising purposes, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below.

**(please see page 3 for continuation of selections for this response)**

I [insert name] \_\_\_\_\_ certify that the requested list of names and addresses will not be used for commercial or fund-raising purposes.

\_\_\_\_\_  
[Signature]

Send to:

Name:

Title:

Mailing Address:

11. Because the records you have requested pertain to yourself, but if released to the public would constitute an unwarranted invasion of your privacy, as a condition precedent to disclosure, please prepare the following statement on a separate sheet of paper, sign it, and mail it to the address indicated below, along with copy of your valid driver license or other acceptable form of identification.

I certify that my name is [insert name] \_\_\_\_\_,

that I reside at [insert address] \_\_\_\_\_, and

that I have attached a copy of my valid driver license or equivalent identification and that the requested records pertain to myself.

\_\_\_\_\_  
[Signature]