

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Application for Public Access to Records

TO: Michelle Cramer, Records Access Officer
West Irondequoit Central School District
321 List Avenue, Rochester, NY 14617

FOIL Response Timeline (per FOIL Law Guidelines):

- FOIL Notice of Receipt: Five (5) full business days from the receipt of the FOIL request
FOIL Response: Twenty (20) full business days from the date on the Notice of Receipt Letter
FOIL Appeal Notice of Receipt: Three (3) full business days from the receipt of the FOIL Appeal
FOIL Appeal Response: Seven (7) full business days from the date of the Appeal Notice of Receipt Letter

I hereby apply to inspect the following record(s) and [] do request a copy of the same*; [] do not request a copy of the same:

Five horizontal lines for listing records to be inspected.

Signature: _____ Date: _____

NAME (Print or Type) TELEPHONE NO.
ADDRESS - Street CITY, STATE, ZIP

Representing: _____
(Name of organization, if applicable)

ADDRESS TELEPHONE NO.

FOR USE OF RECORDS ACCESS OFFICER ONLY

[] Request Approved: I certify that the record provided is correct.
Received (\$.25 per single-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
Received (\$.50 per double-sided page up to 8.5" x 14") for copying: \$ _____ for _____ page(s)
*(See attached Policy 3310 for additional information about costs and fees)

Signed: _____ Date: _____
Records Access Officer

[] Request Disapproved for Reason No. _____ (See reverse side for reasons for denial.)
Signed: _____ Date: _____
Records Access Officer

NOTE: You have the right to appeal a denial of this application to the Superintendent of Schools, West Irondequoit Central School District, 321 List Avenue, Rochester, NY 14617, who must fully explain the reason for denial in writing within seven business days of receipt of an appeal.

I hereby appeal the denial of this request.

Signature: _____ Date: _____

RECORDS EXEMPTED FROM PUBLIC ACCESS

- 1. Records specifically exempted from disclosure by state or federal statute. Under this exception, the Board may deny access to: student information which is made available to the parent and eligible student over 18 years of age, and is otherwise confidential under federal law; names of and charges placed against tenured teachers or supervisors which are held to be confidential under the State Education Law; child abuse reports, which are confidential under the Social Services Law; and material prepared for litigation or otherwise privileged as the work of an attorney pursuant to state or federal rules of civil procedure.**
- 2. Records which if disclosed would constitute an unwarranted invasion of personal privacy.**
- 3. Records which if disclosed would impair present or imminent contract awards or collective bargaining negotiations.**
- 4. Records 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. Records which 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;**
 - 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 intraagency 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.**
- 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.**
- 10. Record is not maintained by this district.**



West Irondequoit Central School District

Policy 3310

Community Relations

PUBLIC ACCESS TO RECORDS

Access to District records will be consistent with the rules and regulations established by the New York State Committee on Open Government and will comply with all the requirements of the New York State Freedom of Information Law (FOIL).

Records Access Officer

The Superintendent, subject to the approval of the Board, will designate a Records Access Officer who will have the duty of coordinating the District's response to public requests for access to records.

Fulfilling FOIL Requests

The District will provide copies of records in the format and on the medium requested by the person filing the FOIL request if the District can reasonably do so regardless of burden, volume, or cost of the request. The District may charge a fee for copies as permitted by law and regulation.

The District may require a person requesting lists of names and addresses to provide a written certification that they will not use the lists of names and addresses for solicitation or fundraising purposes and will not sell, give, or otherwise make available the lists of names and addresses to any other person for the purpose of allowing that person to use the lists of names and addresses for solicitation or fundraising purposes.

Requests for Records via Email

If the District has the capability to retrieve or extract electronic records with reasonable effort, it will provide the records electronically upon request. The District will accept requests for records submitted in the form of email and respond to those requests by email using the forms supplied by the District. This information will be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records on the internet, the response will inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

Notification

The District will post in a conspicuous location wherever records are kept and/or publish in a local newspaper of general circulation a notice which contains: the locations where records will be made available for inspection and copying; the name, title, business address, and business telephone number of the Records Access Officer; and the right to appeal a denial of access to records with the name and business address of the person or body to whom the appeal should be directed.

Additional Provisions



West Irondequoit Central School District

Regulations and/or procedures governing access to District records in relation to FOIL requests will be developed.

Education Law § 2116
Public Officers Law Article 6
21 NYCRR Part 1401

Adopted: 6/11/98
Revised: 9/8/16, 06-17-2021