

## SCHOOL DISTRICT RECORDS REGULATION

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

### **I. Designation of Officers**

1. The Records Access Officer shall be the Director of Facilities. 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;
  - ensure that district information that is not permitted to be

- 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

to

**1120-R**

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



The Superintendent will designate a “discovery” team, comprised of the

**1120-R**

school attorney, the Executive Director of Student Achievement and Instructional Technology,