

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

ADMINISTRATIVE REGULATION

FREEDOM OF INFORMATION

In compliance with the Public Officers Law Section 89(1)(b)(iii) (Chapter 25, Part 1401) the general public shall have access to records of the BOCES. WSWHE BOCES adheres to the record retention and disposition schedule as outlined in the State Archives and Records Administration (SARA).

Records Accessibility

Records accessible under the Freedom of Information Law are available each day the office of the District Superintendent is open, between the hours of 9:00 AM and 3:30 PM.

Application Procedures

Persons wishing to inspect any and all records must complete the application for Public Access to Records Form (Attachment A) and submit to the Clerk of the Board. Upon receipt of the application and within five (5) days, the Clerk of the Board will notify the applicant of the BOCES decision to approve or deny the application or within five (5) days will acknowledge the request and state approximately when the request will be granted or denied. If the request is approved, the applicant will be provided with written notification stating the approximate date when the request will be granted.

Copy Charge

When BOCES is able to provide copies, a fee of \$.25 per page will be charged. No fee will be charged for public inspections or certifications by officials.

Subject Matter List

A Subject Matter List is attached and is available for public inspection upon request. This list is for the purpose of identifying available access records.

Appeal Procedures

Any applicant denied access to a record may appeal the decision to the District Superintendent in writing within thirty (30) days. If the request is denied, within ten (10) business days of receipt of such appeal, the BOCES will either provide the applicant with the record requested or a written explanation of the reason for further denial. This determination shall be transmitted to the Committee on Public Records.

SUBJECT MATTER LIST OF RECORD RETENTION

These represent general categories and not all records may not be accessible under the Freedom of Information Law (FOIL).

Accounting Change Forms
Accounts Payable Records
Annual Budgets
Annual Financial Reports
Asbestos Files
Audit Report of Financial Affairs
Ballots
Bank Check List
Billing Records
Boards Minutes and Agenda Background
Budget Files/Budget Status
Cancelled Checks
Capital Construction/Public Improvement Projects
Civil Service Files
Condition of Accounts
CoSer Information
Deposit Slips/Receipts
Fire Safety Inspections
General Ledger
Inventory
Lease Agreements and Rentals
Official Publications
Operational Grant Files
Payroll Files
Purchasing Files
Referendum Records
Requisitions
State Aid Reimbursement Claim File
Warrants

APPLICATION FOR PUBLIC ACCESS TO RECORDS

RECORDS ACCESS OFFICER

NAME OF AGENCY

ADDRESS

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD(S):

SIGNATURE

DATE

REPRESENTING

MAILING ADDRESS

FOR AGENCY USE ONLY

APPROVED

DENIED (For the reason(s) checked below)

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record of Which This Agency is Legal Custodian Cannot be Found
- Exempted by Statute Other Than the Freedom of Information Act
- Other (specify) _____
- Part of Investigatory Files
- Record is not Maintained by This Agency

SIGNATURE

TITLE

DATE

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY.

NAME

BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN HIS/HER REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN (7) BUSINESS DAYS OF RECEIPT OF AN APPEAL.

I HEREBY APPEAL:

SIGNATURE

DATE