



LAKE SHORE CENTRAL SCHOOLS
(Evans-Brant Central School District)
959 Beach Road, Angola NY 14006-9782

REGULATION RELATING TO INSPECTION AND COPYING OF RECORDS

In Compliance with Freedom of Information Laws, Chapter 578, 579 and 580
of the Laws of 1974 – Public Officials Law Article 6

Section I.

Designation of Officer

- a. Records Access Officer: The Records Access Officer shall be the Assistant Superintendent of Administration and Finance, whose office is located in the Business Office, 959 Beach Road, Angola, New York 14006-9782.
- b. Fiscal Officer: The Fiscal Officer shall be the Assistant Superintendent of Administration and Finance, whose office is located in the Business Office, 959 Beach Road, Angola, New York 14006-9782.

Section II.

Locations for Submissions of Requests for Inspection or Copies of Records

The Business Office of the District, located at Lake Shore Central Senior High School, 959 Beach Road, Angola, New York 14006-9782 is designated to receive requests for inspection and copies of records of the District.

Section III.

Times When Records Are Available

Requests to inspect or secure copies of District Records may be made at the Business Office as set forth in Section II above on any school business day between the hours of 9:00 – 11:30 a.m. and 1:30 - 4:00 p.m.

Section IV.

Procedures

The following procedures shall be followed in connection with requests to inspect or to secure copies of District Records.

- a. Application
 1. Requests to inspect or to secure copies of records shall be submitted to the Records Access Officer on the form prescribed by the Board of Education, copies of which are available in the office of the Records Access Officer.
 2. The Records Access Officer will determine and advise the requestor whether the records specified on the request are available for inspection and copying.
 3. With respect to records which are determined to be available, the Records Access Officer will direct the requestor to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of the required fee.

4. With respect to records which are determined not to be available, the Records Access Officer will note the reason for unavailability on the request form and return a copy of the form to the requestor.
5. Place of Inspection: Records may be inspected only at the office or location where they are regularly maintained.
6. Requests by Mail: Requests by mail for copies of available records may be addressed to the Records Access Officer and will be honored upon payment of the required fee, provided the requestor and the record of which a copy is requested are sufficiently identified to make compliance practical.

Section V.

Appeals

- a. Appeals shall be directed to the Superintendent of Schools on forms prescribed by him, copies of which are available at the Office of the Records Access Officer.
- b. All such appeals shall be delivered to the Records Access Officer within thirty (30) days after the denial from which such appeals were taken.
- c. Appeals will be determined by the Superintendent or his authorized representative.

Section VI.

Fees

- a. The fees for copies of available records shall be as follows:
 1. Pages not larger than 8-1/2" x 14" - \$.25 per page
 2. Pages larger than 8-1/2" x 14" – Actual Cost to District
 3. Existing computer print-outs - \$.25 per page
 4. Initial Print-Out from computer file - \$5.00 per minute of computer printer time
 5. Any other records – Actual cost thereof to the District
(See #b below)
 6. Certifications – no additional charge
- b. Search time costs will be based on the actual hourly rate of the personnel required to perform the search, plus applicable fringe benefit costs for the specific individual(s) involved in the requested search.
- c. Fees shall be paid by check or money order made payable to the “Evans-Brant Central School District” and presented to the Assistant Superintendent of Administration and Finance.



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959 Beach Road, Angola NY 14006-9782

APPLICATION FOR PUBLIC ACCESS TO RECORDS

In Compliance with Freedom of Information Laws, Chapter 578, 579
and 580 of the Laws of 1974 – Public Officials Law Article 6

TO: RECORDS ACCESS OFFICER (Assistant Superintendent for Administration & Finance)

I hereby apply to inspect the following records:

Signature

Date

Representing

Mailing Address

.....
FOR AGENCY USE ONLY

Approved _____

Denied (For Reason(s) Checked Below)

- _____ Confidential Disclosure
- _____ Unwarranted Invasion of Personal Privacy
- _____ Record is not Maintained by this Agency
- _____ Part of Investigatory Files

- _____ Record of Which This Agency is Legal Custodian Cannot Be Found
- _____ Exempted by Statute Other Than the Freedom of Information Act
- _____ Other(Specify) _____

Signature

Title

Date

.....
NOTICE: You have a right to appeal a denial of this application to the head of this agency: Superintendent of Schools, c/o Lake Shore Central Schools, 959 Beach Road, Angola, New York 14006-9782, who must fully explain his reasons for such denial in writing within seven (7) days of receipt of appeal.

I Hereby Appeal the Above Cited Denial:

Signature

Date