

## Community Relations

**SUBJECT: PUBLIC ACCESS TO RECORDS**

Access to records of the School shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

A Records Access Officer shall be designated by the Head of Schools, subject to the approval of the Board of Trustees, who shall have the duty of coordinating the Charter School's response to public request for access to records.

REACH Academy Charter School shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if the School can reasonably do so regardless of burden, volume or cost of the request.

Regulations and procedures pertaining to accessing and providing school records shall be as indicated in the Charter School Administrative Manual.

**Request for Records via E-Mail**

If the school has the capability to retrieve electronic records, it must provide such records electronically upon request. The school shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the school. This information shall be posted on the school website, clearly designating the e-mail address for purposes of receiving requests via this format.

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

Education Law Section 2116  
Public Officers Law Sections 87 and 89  
21 New York Code of Rules and Regulations (NYCRR) Parts 1401 and 9760

Adoption Date:

2/15/17

Community Relations

SUBJECT: CONFIDENTIALITY OF COMPUTERIZED INFORMATION

The development of centralized computer banks of educational data gives rise to the question of the maintenance of confidentiality of such data while still conforming to the New York State Freedom of Information Law. The safeguarding of confidential computerized data shall be limited only to authorized personnel of REACH Academy Charter School.

It shall be a violation of the school's policy to release confidential computerized data to any unauthorized person or agency. Any employee who release or otherwise makes improper use of such computerized data shall be subject to disciplinary action.

However, if the computerized information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the school is required to disclose such information.

Family Educational Rights and Privacy Act of 1974, 20 United States Code (USC) Section 1232(g)  
34 Code of Federal Regulations (CFR) Part 99  
Public Officers Law Section 84 et. seq.