

## **PUBLIC ACCESS TO RECORDS**

Access to records by the District 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 Section 87.

Timothy Decker, Business Official, is designated as the Records Access Officer.

The District shall respond to a request within five (5) business days of the receipt of a request by either (1) making the records available to the person requesting them, (2) acknowledging receipt of the request and providing a statement of the approximate date when the such request will be granted or denied, or (3) denying the request. Should all or part of the request need to be denied, the District shall respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government.

The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail. For purposes of receiving requests for records via this format, use [thouser@jd.cnyric.org](mailto:thouser@jd.cnyric.org).

**Requests for student records (current and former, including graduates) are not to be requested through this FOIL (Freedom of Information Law) process. Contact the individual school directly for student records information.**