

**ACCESS TO PUBLIC RECORDS  
PURSUANT TO THE FREEDOM OF INFORMATION LAW**

Pursuant to the Freedom of Information Law, (Public Officers Law, Article 6, Sections 84 – 90) records of the Kinderhook Central School District (hereinafter referred to as the Ichabod Crane Central School District) will be made available to the public for inspection and/or copying at the Ichabod Crane Central Administration Office, Route 9, Valatie, New York during normal working hours and days upon written request for such information that reasonably describes the records sought.

**DESIGNATION - Records Access Officer**

For the purpose of these regulations, the following person is hereby designated as Records Access Officer:

District Clerk  
Ichabod Crane Central School District  
Central Administration Office  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758-7575 Ext. 3001

**ACCESSIBILITY OF RECORDS**

1. Individuals desiring access to records of the Ichabod Crane Central School for inspecting or copying may request such access any time between the hours of 8:30 a.m. to 12:00 noon and 1:00 to 4:00 p.m. on any regularly scheduled work day at the Central Administrative Offices of the Ichabod Crane Central School.

**PROCEDURES**

1. Requests to inspect or secure copies of the Ichabod Crane Central School records shall be submitted to the Records Access Officer in writing.
2. The Records Access Officer will determine and advise the person submitting the request whether the specified records are immediately available for inspection and copying, or of the earliest time that they can be made available.

3. With respect to records not immediately available, the Records Access Officer will note the reasons for unavailability in writing and return one copy to the person(s) submitting the request.

**APPEALS**

Any individual denied access to a public record may appeal such denial by delivery of his request for appeal in writing within thirty (30) work days from the date of denial to:

Superintendent of Schools  
Ichabod Crane Central School  
Central Administration Office  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758 – 7575

The District Superintendent of Schools shall transmit his decision in writing relative to the appeal within seven (7) work days of receipt of the appeal request.

The District Superintendent of Schools will transmit to the Committee on Public Access to Records copies of denials of access that are appealed, as well as the determinations thereon.

**FEES**

1. The fee for copies of available records shall be \$ .25 per page per copy. For other records and/or publications the actual cost incurred by the Ichabod Crane Central School shall be charged.
2. No additional charge shall be assessed for certification of records if such is requested.
3. Requests for records that necessitate mailing shall require an additional charge to cover the cost to the Ichabod Crane Central School for any envelopes and postage.

4. Fees may be paid in cash, or by check or money order. If payment is to be made by check or money order, they should be made payable to the Ichabod Crane Central School.

**RECORDS AVAILABLE**

The law requires the following kinds of records to be available to the public. The following list of items is comprised of examples only and public inspection is not limited to these records alone:

1. Final opinions rendered in the adjudication of cases, including concurring and dissenting opinions.
2. Statements of policy and interpretation adopted by the Board of Education.
3. Minutes of meetings and public hearings of the Board of Education, including final determinations and dissenting opinions, if any.
4. Internal or external audits, and statistical and formal tabulations.
5. Administrative bulletins, and other bulletins and instructions to staff that affect members of the public.
6. Any other files, records, papers or documents required by any other provision of law to be made available for public inspection and copying.
7. All records required pursuant to Section 2116 of the Education Law.

**EXCLUSIONS**

The law provides that the following records and information are not to be made available to the general public.

1. Student records and information about students shall be governed by the rules established by the court decisions pertinent to this matter.

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2. Those which would be unwarranted invasion of personal privacy, which include but are not limited to:
  - (a) disclosure of employment, medical or credit histories, or personal references of applicants for employment
  - (b) the home address, telephone number and/or other personal information regarding employees
  - (c) disclosure of personal matters as may have been reported in confidence to the District and which are not relevant or essential to the ordinary work of the district
  - (d) personnel folders and records of individual employees shall be governed by the Board of Education policy, administrative regulations and negotiated contractual agreements
  - (e) those “specifically exempted by statute”

## **PUBLIC NOTICE**

A notice containing the job title or name and business address of the records access officer; the name, job title, business address and telephone number of the appeal person or persons or body; and the location where the records can be seen or copied, shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

## **SEVERABILITY**

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

**ICHABOD CRANE CENTRAL SCHOOL**  
**ACCESS TO PUBLIC RECORDS**  
**PURSUANT TO THE FREEDOM OF INFORMATION LAW**

**NOTICE**

Pursuant to the Freedom of Information Law, (Public Officers Law, Article 6, Sections 84-90 records of the Kinderhook Central School District/Ichabod Crane will be made available to the public for inspection and/or copying at the Ichabod Crane Central Administration Office, Route 9, Valatie, New York during normal working hours and days upon written request for such information that reasonably describes the records sought.

- (1) Upon written request, any member of the public may request an identifiable record for inspection and/or copying.
- (2) Payment of an authorized fee – one copy will be made at the cost of \$ .25 per page. For other records and/or publications, the actual cost incurred by the Ichabod Crane Central School shall be charged.
- (3) No original copy may be removed from the office and must be reviewed in the presence of a designated employee of the office.
- (4) Requests are to be made to the Records Access Officer in writing for a specific record.

**Records Access Officer**

Mindy M. Potts, District Clerk  
Ichabod Crane Central School District  
Central Administration Office  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758 – 7575, Ext. 3001

- (5) Records will be available during the normal working hours and normal working days.  
Hours: 8:30 a.m. - 12:00 p.m. & 1:00 a.m. - 4:00 p.m.
- (6) Any individual denied access to a public record may appeal such denial by delivery of his request for appeal in writing within thirty (30) work days from the date of denial to:

Superintendent of Schools  
Ichabod Crane Central School  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758-7575, Ext. 3002

The Superintendent of Schools shall transmit his decision in writing relative to the appeal within seven (7) work days of receipt of the appeal request.

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