

GENERAL BROWN CENTRAL SCHOOL DISTRICT  
REGULATIONS REGARDING PUBLIC ACCESS TO RECORDS

The Board of Education of the General Brown Central School District of Brownville and Dexter adopts the following procedures to assure the public orderly and expeditious access to school district records.

1. Designation of Officers

- The Record Access Officers for the purpose of these regulations shall be the Secretary to the Superintendent of Schools and the Assistant Superintendent whose offices are located at General Brown Jr. / Sr. High School, 17643 Cemetery Road, Dexter, NY 13634 and whose business phone is (315) 779-2300.

2. Place of Inspection

- School District records shall be available for inspection at the District Office located at the Jr. / Sr. High School Building.

3. Times for Inspection

- School District records may be inspected any business day between 10:00 a.m. and 3:00 p.m.

4. Fees

- All charges for copies made under these regulations shall be paid for at the time the request for copies is made.
- For each page copied there will be a charge of \$.25.
- There shall be no charge for:
  - public inspection of the records
  - certifying the correctness of a record, or
  - certifying that a record of the school district cannot be found
  - records provided in electronic format

5. Applications for Public Access to Records

- The request for records shall be made in writing upon the forms provided.
- Applications for access to public records shall be substantially in the form of the application attached to these regulations as Appendix A.
- The applications shall be presented to the Records Access Officer.
- The District shall provide copies of records in the format and on the medium requested by the person filing the FOIL request if the District can reasonably do so.
- The Records Access Officer upon receipt of the request shall promptly assist the applicant in identifying the particular record the applicant is seeking and search for the identifiable record.

- Within five business days of receipt of a request, the district must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied.
- Upon locating the record, the Records Access Officer will take one of the following actions:
  - Review such records and delete any information which would constitute an unwarranted invasion of personal privacy and thereafter make the record promptly available to the person making such request for inspection; or schedule an appointment for inspection or
  - deny access to the record.
- Upon request for copies of records the Records Access Officer shall:
  - Make copies available upon payment or offer to pay established fees to the person making such request.
  - On request, certify to the correctness of the records copied.
- If the record cannot be located, the Records Access Officer will take one of the following actions:
  - Certify in writing that the agency is not the legal custodian for such record, or
  - Certify in writing that the record of which the agency is legal custodian cannot be found.

6. Denial of Access

- When a request for records is first denied, the applicant will be given written notice of such denial which shall include the explanation of the right of appeal to the Superintendent of Schools who will be identified by name and business address. Brian A. Moore, Superintendent - General Brown Central School District, 17643 Cemetery Road, Dexter, New York 13634.

7. Subject Matter List

- The School District will maintain and make available for public inspection and copying a record retention and disposition schedule as reflected in State Education Department publications.

8. Public Notice

- Copies of these regulations together with the name and telephone number of the current Records Access Officer shall be posted prominently in the School District Offices.
- News media access to certain information shall be made upon written request.

Current Records Access Officers

Lisa A. Leubner, Secretary to the Superintendent  
Christine Wheeler, School Business Administrator  
(315) 779-2300

**APPLICATION FOR PUBLIC ACCESS TO RECORDS  
FREEDOM OF INFORMATION LAW (FOIL)**

Appendix A

TO: RECORDS ACCESS OFFICER  
General Brown Central School District  
17643 Cemetery Road - POB 500  
Dexter, New York 13634

I hereby apply for **copies of / to inspect** (circle choice) the following records:

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I hereby agree to pay \$0.25 per page for copies of requested records.  
Your check should be made payable to General Brown Central School District.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
REPRESENTING

\_\_\_\_\_  
MAILING ADDRESS

=====

**FOR AGENCY USE ONLY**

APPROVED \_\_\_\_\_

DENIED (for the reason(s) indicated below)

- \_\_\_\_ CONFIDENTIAL DISCLOSURE                      \_\_\_\_\_ PART OF INVESTIGATORY FILES
- \_\_\_\_ UNWARRANTED INVASION OF PERSONAL PRIVACY
- \_\_\_\_ RECORD OF WHICH THIS AGENCY IS LEAL CUSTODIAN CANNOT BE FOUND
- \_\_\_\_ RECORD IS NOT MAINTAINED BY THIS AGENCY
- \_\_\_\_ EXEMPTED BY STATUTE OTHER THAN THE FREEDOM OF INFORMATION ACT
- \_\_\_\_ OTHER (specify) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

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NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY:  
**Brian A. Moore, Superintendent of Schools - 17643 Cemetery Road, Dexter, NY 13634,**  
WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN DAYS OF RECEIPT  
OF AN APPEAL.

I HEREBY APPEAL:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE