SUBJECT: PUBLIC ACCESS TO RECORDS

Access to District records will be consistent with the rules and regulations established by the New York State Committee on Open Government and will comply with all the requirements of the New York State Freedom of Information Law (FOIL).

Records Access Officer

The Secretary to the Superintendent, will be the District's Records Access Officer, with a business address of Lyons Central School District, 10 Clyde Road, Lyons, NY 14489. Requests are accepted via email at jbailey@lyonscsd.org. The Records Access Officer shall have the duty of coordinating agency response to public requests for access to records." 21 NYCRR 1401.2(a).

Fulfilling FOIL Requests

The District will 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 regardless of burden, volume, or cost of the request. The District may charge a fee for copies as permitted by law and regulation.

The District may require a person requesting lists of names and addresses to provide a written certification that they will not use this information for solicitation or fundraising purposes.

Requests for Records via Email

If the District has the capability to retrieve or extract electronic records with reasonable effort, it will provide the records electronically upon request. The District will accept requests for records submitted in the form of email to the following email address: jbailey@lyonscsd.org. The District will respond to those requests by email using the forms supplied by the District. This information will be posted on the District website.

Education Law § 2116
Public Officers Law Article 6
21 NYCRR Part 1401

NOTE: Refer also to Policy #1510 -- Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

Adopted: October 10-8-2024