

Year: 2019	
Policy Number: 4200	
Section:	
<input type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

SUBJECT: FOIL Requests

Policy Statement

Access to records of the Health Sciences Charter School (the “School”) shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all requirements of the New York State Public Officer Law Sections 87 and 89.

The School will provide copies of requested records in the format 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.

How to Obtain Records

Address your request to the School’s designated records access officer. All records requests must reasonably describe the records requested and must be submitted in writing to:

Karen Burhans
 Outsourced CFO
 Kirisits & Associates
 1231 Delaware Avenue
 Buffalo, NY 14209
 Tel.: (716) 881-0089, ext. 304
 E-mail: karenb@kirisitscpa.com

All written FOIL requests that reasonably describe documents will be acknowledged by the School within five (5) business days. If the School cannot within five (5) business days provide the records or deny the request (if, for example, the School has no responsive records), it will within five (5) business days respond in writing and provide an approximate date by which either some or all of the records will be available or the request will be denied. The approximate date given shall be reasonable under the circumstances of the request.

If for any reason your request is denied, you will be informed in writing and an appeal, if desired, must be directed within thirty (30) days to:

Jaime Venning, Head of School
 Health Sciences Charter School

1140 Ellicott Street
Buffalo, NY 14209
Tel.: (716) 888-4080, ext. 117
Email: jvenning@healthsciencescharterschool.org

All appeals will be responded to within ten (10) days of receipt with the information, access to the records, or an explanation in writing with the reasons for further denial of access.

Fees

The School may charge a fee of up to \$0.25 per photocopied page for reproduction of the requested records or the actual cost of reproducing any other record in accordance with the provisions of NYS Freedom of Information Law (“FOIL”).

In determining the actual cost of reproducing a record, the School will include:

- i. an amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record;
- ii. the actual cost of the storage devices or media provided to the person making the request in complying with such request;
- iii. the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when the School’s information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy. This may include accounting and IT professionals that may be necessary in order to extract electronic data records and redact information not subject to FOIL (e.g. employee addresses)
- iv. preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of the School employee’s time is needed, or if an outside professional service would be retained to prepare a copy of the record.

The fee must be paid in advance of production to the *Health Sciences Charter School* by check. Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

Related Laws, Regulations & Acts:

Public Officers Law §87 & 89

Supporting Procedures:

FOIL Request Form

Adopted: January 14, 2016
Revised: January 9, 2019