

## NORTH COLLINS CENTRAL SCHOOL DISTRICT

### **FOIL Requests**

The Superintendent of Schools is the Records Access Officer for the North Collins Central School District. The following rules and regulations apply to requests to inspect or receive copies of records maintained by the Board of Education.

The Records Access Officer is designated to receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted. He shall compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.

Further information on the Open Meetings Law can be found on the website of the [Committee on Open Government](#).

### **Subject Matter List**

1. The district shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of section eighty-seven of the Public Officers Law;
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated not less than twice per year (April and October).

### **Fees**

1. There shall be no fee charged for the following:
  - a. inspection of records;
  - b. search for records; or
  - c. any certification pursuant to this part.
2. The district's fee for copies shall not exceed twenty-five cents per page for photocopies not exceeding 9 by 14 inches in size. Other documents shall be reproduced at cost if greater than twenty-five cents.

### **SUBJECT MATTER LIST - UPDATED 4/04/22**

Accident Reports – Student and Workers' Compensation  
Accounts Payable Records  
Annual District Budgets  
Annual Financial Reports  
Appropriation and Expense Ledgers  
Archival and Memorabilia  
Asbestos Abatement Records  
Attendance Reports  
Audit Reports  
Bank Security and Journals  
Bank Statements and Receipt Books  
Basic Educational Data System (BEDS) Reports

*North Collins Central School District  
Subject Matter List  
Updated 4/04/2022*

Bidding Records  
Board of Education Minutes – Work Sessions, Regular and Special  
Board of Education Minute Supplements  
Bond Issue Information  
Bond Registers  
Building Health Inspection Reports  
Building Project Reports  
Capital Outlay Project Records  
Capital Improvements Project Records  
Census Reports  
Centralization Information  
Civil Service Records and Reports  
Debt Statements  
District Educational Plan and Curriculum  
District Newsletters  
Employment Certificates  
Employee Contracts and Negotiations  
Employee Earnings Reports  
Equipment Inventories  
Extra-classroom Activities Fund Records  
Federal Aid Records  
Fire Drill Reports  
Fire Inspection Reports  
General Ledger  
Grant Records  
Health Insurance Records  
Insurance Policies  
Journals of Original Entry  
Lead Testing in Water Results  
Legal Cases  
Minutes of District Annual Meetings  
Payroll Records  
Personnel Records  
Policy Manual  
Property Deeds  
Purchasing Records  
Record of District Disbursements  
Record of District Elections  
Records of Special District Meetings  
Regents Examination Records  
Retirement and FICA Reports  
Sales Tax Records

School Budget Records  
School Calendar  
School District Contracts  
School Lunch Records  
Social Security Reports  
Staff Reports  
Standardized Test Scores (Group)  
State Aid Records  
State Education Reports  
Student Driver Education Reports  
Student Health Records  
Student Records, Other  
Tax Collection Records  
Transportation Records  
Treasurer's Reports and Receipts  
Tuition Records  
Yearbooks