



Eastern Suffolk
BOCES

Educational Services That Transform Lives

First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Board Policy

2310
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Freedom of Information

Access to records of Eastern Suffolk BOCES shall be consistent with the rules and regulations established by the State Committee on Open Government and shall comply with all the requirements of the New York State Public Officers Law Sections 87 and 89.

A Records Access Officer shall be designated by ESBOCES, subject to the approval of the Board, who shall have the duty of coordinating ESBOCES response to public request for access to records.

ESBOCES shall provide copies of records in the format and on the medium requested by the person filing the Freedom of Information Law (FOIL) request if ESBOCES can reasonably do so regardless of burden, volume, or cost of the request.

Regulations and procedures have been established pertaining to accessing and providing ESBOCES records.

Requests for Records via E-mail

If ESBOCES has the capability to retrieve electronic records, it must provide such records electronically upon request. ESBOCES shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by ESBOCES. This information shall be posted on the ESBOCES website, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When ESBOCES maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

Board of Education Meetings and Records

ESBOCES records subject to release under the FOIL, as well as any proposed resolution, rule, regulation, policy or amendment, that are on the Board agenda and scheduled to be discussed at a Board meeting, shall be made available upon request, to the extent practicable, prior to the meeting. Copies of such records may be made available for a reasonable fee. If ESBOCES maintains a regularly updated website and utilizes a high-speed internet connection, such records shall be posted on the website, to the extent practicable, as determined by ESBOCES, prior to the meeting. ESBOCES may, but is not required to, expend additional funds to provide such records.

References:

- [NYS Education Law §2116](#)
- [NYS Public Officers Law Article 7 \(Open Meetings Law\) §103\(e\)](#)
- [NYS Public Officers Law §65-b](#) (Freedom of Information Law)
- [NYS Public Officers Law §§87 and 89](#)

- 21 NYCRR Parts 1401 and 9760
- [Board Policy 4570 - Records Management](#)
- Administrative Regulation 2310R.1 - Freedom of Information - Public Access to Records

First Adopted: 7/1/03

Readopted: 7/11/07

Readopted: 6/25/08

Readopted: 9/23/09

Readopted: 7/11/12