

The following is information pertaining to the Freedom of Information Act (FOIL Request).

Please read it carefully and print out the information. If you decide to file a Freedom of Information Request, complete the form and EITHER MAIL OR BRING IT TO THE DISTRICT OFFICE OF THE BAYPORT - BLUE POINT SCHOOLS, ATTENTION: DISTRICT CLERK. E-MAIL SUBMITTED FORMS CANNOT BE ACCEPTED SINCE AN ORIGINAL SIGNATURE IS REQUIRED.

1160.1

BAYPORT-BLUE POINT UNION FREE SCHOOL DISTRICT  
Bayport, New York

POLICY

FREEDOM OF INFORMATION

- I. **Introduction:**

The following set of guidelines is offered for the Bayport-Blue Point Union Free School District for implementation of Public Officers Law, Article 6, providing for the inspection and copying of public records.
- II. **Designation of District Officers:**

The following district officers are designated for the purpose of complying with this statute:

  - A. **Designation of Fiscal Officer**

The Fiscal Officer shall be the Assistant Superintendent for Business of the District whose office is located at 189 Academy Street, Bayport, NY 11705.
  - B. **Records Access Officer**

The Building Principal shall be designated as Records Access Officer for the records maintained within the school building of which they are principal. The Records Management Officer shall be designated as Records Access Officer for records filed and maintained within the Administrative Center.
- III. **Locations for Submission of Requests for Inspection or Copies of Records:**

The following offices of the District are designated to receive requests for inspection and copies of records of the District:

Administrative Center  
189 Academy Street

Bayport, NY 11705

Academy Street Elementary School  
150 Academy Street  
Bayport, New York 11705

Blue Point Elementary School  
212 Blue Point Avenue  
Blue Point, New York 11715

Sylvan Avenue Elementary School  
600 Sylvan Avenue  
Bayport, New York 11705

James Wilson Young Middle School  
602 Sylvan Avenue  
Bayport, New York 11705

Bayport-Blue Point High School  
200 Snedecor Avenue  
Bayport, New York 11705

- IV. **Times When Records are Available:**  
Requests to inspect or secure copies of District records may be made at the offices set forth in Section III on any regular school business day between the hours of 9:00 a.m. and 12 Noon and 1:30 p.m. through 3:00 p.m.
- V. **Procedures:**  
A. The following procedures shall be followed in connection with requests to inspect or secure copies of District records:

1. Requests to inspect or secure copies of records shall be submitted to the Records Access Officer on a form prescribed by the District, copies of which are available in the Office of the Records Access Officer.
2. The Records Access Officer will determine and advise the applicant whether the records specified in the request are available for inspection and copying. The district shall, within five (5) business days, acknowledge

receipt of the request for information indicating a) whether or not the material will be provided, or b) the reason for the material not being provided. Information which is to be released shall be made available within a reasonable period of time.

3. With respect to records which are determined to be available, the Records Access Officer will direct the applicant to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of the required fee.
4. With respect to records which are determined not to be available, the Records Access Officer will note the reason for unavailability on the request form and return one copy of the form to the applicant.

B. Place of Inspection  
Records may be inspected only at the office or location where they are regularly maintained.

C. Request by Mail  
Requests by mail for copies of available records may be addressed to the Records Access Officer and will be honored upon payment of the required fee, provided the applicant and the record of which copy is requested are sufficiently identified to make compliance practicable.

VI. **Appeals:**

- A. Appeals from a denial of access shall be in writing and shall be directed to the Superintendent of Schools on a form prescribed by him/her, copies of which are available at the Administrative Center, 189 Academy Street, Bayport, NY 11705.
- B. All such appeals shall be delivered to the Records Access Officer within seven (7) business days after receipt of the written denial from which such appeal is taken.
- C. Appeals will be determined by the Superintendent of Schools or his/her authorized representative, who shall notify the appellant and the Board of Education in writing of the reason for denial of access within ten (10) business days of the receipt of the appeal.

VII. **Fees:**

The Bayport-Blue Point Union Free School District will provide copies of records upon payment of the following fees:

- A. Where a copy is requested and the person who has examined the public records has searched and located the material he/she wishes to have copied, the fee for such copies will be \$.25 per page unless the document is larger than 9" x 14" and in that case the fee will be the actual cost of producing the document.

B. No fee will be charged for certifying the correctness of records or for public inspection of a record.  
Freedom of Information 3.

Approved: October 22, 1974  
Revised: First Reading, November 14, 1989  
Second Reading and Adoption, December 12, 1989

Revised:  
First Reading: April 2, 1996  
Second Reading and Adoption: May 7, 1996

Revised:  
First Reading: July 5, 2000  
Second Reading and Adoption: August 15, 2000

Revised:  
First Reading: October 1, 2002  
Second Reading and Adoption: November 12, 2002

**BAYPORT-BLUE POINT UNION FREE SCHOOL DISTRICT  
Bayport, New York**

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

To: Records Access Officer

\_\_\_\_\_  
(Name of Building)

\_\_\_\_\_  
(Address)

I hereby apply to inspect the following record(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Representing)

\_\_\_\_\_  
(Mailing Address)

**Note: A copying fee of \$.25 per page will be charged.**

\* \* \* \* \*  
(For Agency Use Only)

\_\_\_ APPROVED

DENIED (for the reason(s) checked below)

- \_\_\_ Confidential disclosure \_\_\_\_\_ Part of investigatory files
- \_\_\_ Unwarranted invasion of personal privacy
- \_\_\_ Record of which this agency is legal 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)

\* \* \* \* \*

**NOTICE:** You have a right to appeal a denial of this application to Anthony J. Annunziato, Superintendent of Schools, who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I hereby appeal:

\_\_\_\_\_  
(Signature) (Date)

5/7/2001