

FREEDOM OF INFORMATION LAW (FOIL) POLICY

This policy sets forth procedures that are designed to enable Riverhead Charter School to comply with the New York State Freedom of Information Law (“FOIL”).

Public Access to Records

Policy: RCS will provide access to authorized parties in accordance with FOIL.

Procedure: Authorized parties may request access to records with a written request to RCS. Requests will be reviewed and processed as soon as administratively feasible. A per copy fee will be levied.

Subject Matter List

The records access officer 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. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought. Riverhead Charter School Handbook The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.



PUBLIC NOTICE

Records shall be made available for public inspection and copying at the following location:

Riverhead Charter School Administrative Office
3685 Middle Country Road
Calverton, NY. 11933

Riverhead Charter School requires that a request be made in writing to:

Riverhead Charter School
Records Access Officer
3685 Middle Country Road
Calverton, NY 11933
Or via email: dsalcedogomez@rcsli.org

Any person denied access to records under the Freedom of Information Law
may appeal in writing within (30) days of a denial to:

Riverhead Charter School
Board of Trustees
3685 Middle Country Road
Calverton, NY 11933