

**Monroe 2-Orleans BOCES Policy**  
**Series 2000 – Community Relations**  
**Policy #2310 – PUBLIC ACCESS TO RECORDS**

Access to records of the 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 Section 84 et seq.

A designated official shall be identified to serve as records access clerk and to coordinate such requests that are in keeping with these provisions. Any individual denied access to eligible records may appeal such denial in writing to the District Superintendent or his/her/their designee in accordance with established procedures and regulations.

A Records Access Officer shall be designated by the District Superintendent or their designee, subject to the approval of the Board at the annual reorganizational meeting, who shall have the duty of coordinating the response to public request for access to records.

Regulations and procedures pertaining to accessing BOCES records shall be as indicated in the BOCES regulations.

If the BOCES has the capability to retrieve electronic records, it must provide such records electronically upon request. The BOCES 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 the BOCES. This information shall be posted on the BOCES website, clearly designating the e-mail address for purposes of receiving requests for records via this format.

When the BOCES 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.

The BOCES shall respond to a request within five (5) business days of the receipt of a request. Should all or part of the request need to be denied, the BOCES shall respond in the manner set forth by the rules and regulations stipulated by the Committee on Open Government.

The Assistant Superintendent for Human Resources will notify the BOCES employee via email and/or in person when a request for an employee's disciplinary record has been received.

Education Law Section 2116  
Public Officers Law Section 84 et seq.

Adopted: 7/13/1999  
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