



POLICY & PROCEDURES FOR COMPLIANCE WITH FREEDOM OF INFORMATION LAW

The Green Tech High Charter School will comply with the state's "Freedom of Information Law" (FOIL). When the charter school receives a request for information under the Freedom of Information Law, it shall be responded to in the following manner:

1. Within five business days of receipt of a written request, the charter school shall either make the information available to the person requesting it, deny the request in writing, explain that the request does not adequately describe the information requested or provide a written acknowledgment of receipt of the request that supplies an approximate date, which shall be reasonable under the circumstances, for when the request will be granted or denied.
2. If the charter school determines to grant access to the requested information, and if circumstances prevent disclosure to the person making the request within twenty business days of the acknowledgment of receipt of the request, the charter school shall state, in writing, both the reason for the delay and a date certain, within a reasonable period of time, depending on the circumstances, when the request will be granted in whole or in part. Failure of the school to conform to the provisions of paragraph one above or this paragraph two, shall constitute a denial of the request for information.
3. If an individual is denied access to a record, he or she may, within 30 days, appeal such denial to the head of the charter school or his or her designee.
4. Upon timely receipt of such an appeal, the school shall, within 10 business days of the receipt of the appeal, fully explain the reasons for further denial or provide access to the record sought. The charter school also must forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government.

NYS Department of State
Committee on Open Government
41 State Street

Albany, NY 12231

Exceptions to disclosure:

The charter school may deny access to a requested record for a variety of reasons, including that:

- such access would constitute an unwarranted invasion of personal privacy;
- such access would violate either state or federal law;
- such records are compiled for law enforcement purposes; and,
- such records are inter-agency or intra-agency materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, or a final policy.

Except for records specified in Public Officers Law §87(3), the charter school shall not be required to prepare any record which it does not maintain or have in its possession.

Fees:

To copy information, the school will charge the requesting party the greater of the statutory maximum or \$0.25 per page. Copying costs in excess of \$25.00 shall be paid in advance of making copies. Checks and money orders will be accepted and should be made payable to the school.

For your convenience here is the below is the link to The Committee on Open Government.

https://www.dos.ny.gov/coog/foil_listing/findex.html