

WALTON CENTRAL SCHOOL DISTRICT
WALTON, NEW YORK

**PUBLIC NOTICE IN ACCORDANCE WITH THE REGULATIONS OF THE
COMMITTEE ON PUBLIC ACCESS TO RECORDS**

I. Records shall be made available for inspection and copying at:

Walton Central School District
District Office
47-49 Stockton Avenue
Walton, NY 13856-1493

II. The Records Access Officer is:

School District Clerk
Walton Central School District
District Office
47-49 Stockton Avenue
Walton, NY 13856-1493

(607) 865-4116

III. A person denied access to a record for whatever reason shall have the right to appeal in accordance with the Bylaw of the District. The name and address of the Appeal Officer is:

President, Board of Education
Walton Central School District
District Office
47-49 Stockton Avenue
Walton, NY 13856-1493

(607) 865-4116

WALTON CENTRAL SCHOOL DISTRICT
WALTON, NEW YORK

REQUEST FORM FOR INSPECTION AND COPYING OF DISTRICT RECORDS

NAME: _____

ADDRESS: _____

ORGANIZATION OR INSTITUTION REPRESENTED, if any: _____

TITLE OR POSITION: _____

I request that the Walton Central School District furnish me with the following district records: (Please refer to the Index of Records supplied to you by the Records Access Officer.)

TYPE: _____ INDEX: _____

DESCRIPTION AS IT APPEARS ON RECORD INDEX OR OTHER DESCRIPTION: _____

DATE OF RECORD REQUESTED: _____

PART(S) OF RECORD SOUGHT: _____

DATED: _____

Signature of Requester

I received the above request this _____ day of _____, 20____.

A response will be conveyed to you within five (5) working days from the date of this receipt.

Clerk or Designated District Personnel

Request (granted) (denied) this _____ day of _____, 20____.

Clerk

WALTON CENTRAL SCHOOL DISTRICT
WALTON, NEW YORK

INDEX OF RECORDS AVAILABLE FOR PUBLIC ACCESS

Records available for public access under this policy shall be those records originated or created after September 1, 1974, which fall under the following general classifications or types:

TYPE 1: EDUCATION LAW OF THE STATE OF NEW YORK

TYPE 2: APPROVED MINUTES OF MEETINGS OF THE BOARD OF EDUCATION

TYPE 3: ELECTION RECORDS:

- A. Petitions of candidates for Board of Education seats.
- B. Voting machine rolls and tabulations.
- C. Register of voters.

TYPE 4: POLICIES OF THE BOARD OF EDUCATION AND ADMINISTRATIVE
REGULATIONS OF THE SUPERINTENDENT OF SCHOOLS

TYPE 5: FINANCIAL RECORDS:

- A. Annual budget of the school system
- B. State and federal aid claims and claim approvals
- C. Applications and awards of fund grants from state and federal public agencies and private foundations
- D. School tax rolls
- E. Salary records
- F. Bid tabulations, bid awards and bid specifications
- G. Purchase orders and warrants
- H. Reports of the treasurer of the school district
- I. Reports of internal auditor, Certified Public Accountant, and state auditors
- J. Contracts for capital construction and improvement
- K. Service contracts
- L. Insurance policies
- M. Records of legal actions and judgments
- N. Leases of facilities or equipment and lease agreements

TYPE 6: EMPLOYEE RECORDS:

- A. Negotiated contracts with employee units.
- B. Directory of employees of the school district.

TYPE 7: INSTRUCTIONAL PROGRAM AND CURRICULUM RECORDS

- A. NYS Syllabi or state-prescribed courses of study
- B. Walton Central School District courses of study
- C. Tabulation of required curricula for students
- D. Commissioner's Regulations and instructional directives and communications from NYSED
- E. Reports and recommendations to the Superintendent of Schools or Board of Education from staff or citizen study committees
- F. Regulations and directives of the US Office of Education
- G. Reports of evaluations by state agencies
- H. Tabulations and analyses of pupil testing
- I. Approved textbooks and library books in use

TYPE 8: SCHOOL FACILITIES RECORDS

- A. Blueprints, drawings, site plans of schools
- B. Records of public use of buildings and charges (current and previous year only).
- C. Fire Inspection Reports
- D. Health Department inspection reports

TYPE 9: PUPIL RECORDS:

- A. Census of school age and pre-school children
- B. District's Attendance Report