

## ICHABOD CRANE CENTRAL SCHOOL

### ACCESS TO PUBLIC RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW

#### NOTICE

Pursuant to the Freedom of Information Law, (Public Officers Law, Article 6, Sections 84-90), records of the Kinderhook Central School District/Ichabod Crane will be made available to the public for inspection and/or copying at the Ichabod Crane Central Administration Office, 2910 Route 9, Valatie, New York during normal working hours and days upon written request for such information that reasonably describes the records sought.

- (1) Upon written request, any member of the public may request an identifiable record for inspection and/or copying.
- (2) Payment of an authorized fee – one copy will be made at the cost of \$ .25 per page. For other records and/or publications, the actual cost incurred by the Ichabod Crane Central School shall be charged.
- (3) No original copy may be removed from the office and must be reviewed in the presence of a designated employee of the office.
- (4) Requests are to be made to the Records Access Officer in writing for a specific record.

#### Records Access Officer

Mindy M. Potts, District Clerk  
Ichabod Crane Central School District  
Central Administration Office  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758 – 7575, Ext. 3001  
Email: Mpotts@IchabodCrane.org

- (5) Records will be available during the normal working hours and normal working days.  
(Hours: 8:30 a.m.-12:00 p.m. & 1:00 - 4:00 p.m.)
- (6) Any individual denied access to a public record may appeal such denial by delivery of his request for appeal in writing within thirty (30) work days from the date of denial to:  
Mr. James P. Dexter, Superintendent  
Ichabod Crane Central School  
P.O. Box 820  
Valatie, New York 12184  
Telephone: (518) 758-7575, Ext. 3002

The Superintendent of Schools shall transmit his decision in writing relative to the appeal within seven (7) work days of receipt of the appeal request.

The Superintendent of Schools will transmit to the Committee on Public Access to Records copies of denials of access that are appealed, as well as the determinations thereon.

07/01/08  
mmp