

Public Notice

PUBLIC ACCESS TO RECORDS

The Randolph Central School Board of Education designates the high school main office as the location where records shall be available for public inspection and copying.

The District shall accept requests for public access to records and produce records during all hours it is regularly open for business.

- 1) The District requires that a request be made in writing.
- 2) A request shall reasonably describe the record or records sought. Whenever possible a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.

The District's Records Access Officer is: Mr. David Chambers, School Business Executive, Randolph Central School, 18 Main St., Randolph, NY 14772, 358-7006.

Any person denied access to records may appeal within thirty (30) calendar days of a denial by sending a written notice to: Superintendent of Schools, Randolph Central School, 18 Main St., Randolph, NY 14772.

For more information see #3310R, #3310P and #3310F.