



## **Policy No. 5111**

### **FREEDOM OF INFORMATION LAW POLICY**

As a public school, Buffalo Academy of Science Charter School complies with the Freedom of Information Law.

Therefore, within five business days of the receipt of a written request for a record reasonably described, Buffalo Academy of Science Charter School shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgment of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with provisions in the law.

If the school determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the school will state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.

Upon payment of, or offer to pay, the fee prescribed by the Freedom of Information Law, the school will provide a copy of such record and certify to the correctness of such copy if so requested, or as the case may be, will certify that it does not have possession of such record or that such record cannot be found after diligent search.

When the school has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, it will do so. When doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the school must retrieve or extract such record or data electronically. Any programming necessary to retrieve a record maintained in a computer storage system and to transfer that record to the medium requested by a person or to allow the transferred record to be read or printed shall not be deemed to be the preparation or creation of a new record.

Buffalo Academy of Science Charter School will, provided it has reasonable means available, accept requests for records submitted in the form of electronic mail and will respond to such requests by electronic mail, using forms, to the extent practicable, consistent with the form or forms developed by the committee on open government and provided that the written requests do not seek a response in some other form.