



The Assistant Superintendent for Administrative Services & Finance is the Records Access Officer for the Hamburg Central School District. The following rules and regulations apply to requests to inspect or receive copies of records maintained by the Board of Education.

The Records Access Officer is designated to receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted. She shall compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.

### Subject Matter List

1. The district shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to subdivision two of section eighty-seven of the Public Officers Law:
2. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.
3. The subject matter list shall be updated not less than twice per year and is subject to change without notice.

<b>List of Available Records</b>	
Accident Reports	Extra-Classroom Activities Records
Adult Education Records	Federal Aide Records
Annual District Budgets	Fire Drill Reports
Annual Financial Reports	Fire Inspection Reports
Appropriation and Expense Ledgers	General Ledger
Arbitration Cases	Grievance Cases
Attendance Records	Health and Dental Insurance Records
Audit Reports	Insurance Policies
Bank Statements	Journals of Original Entry
Basic Educational Data Reports (BEDS)	Payroll Records
Bidding Records	Personnel Records
BOE Meeting Minutes*	Policy, Regulation Manuals*
Bond Issue Information	Property Deeds
Bond Registers	Purchasing Records
Building Health Inspection Reports	Record of District Disbursements
Building Project Reports	Record of District Elections
Cancelled Checks	Regent Examination Records
Census Reports	School Calendar*
Civil Defense Reports	School District Contracts
Civil Service Records and Reports	School Lunch Records
Court Cases	School & Staff Manuals/Guidelines
Curriculum Guides	Standardized Test Scores
Debt Statements	State Aid Records
District Strategic Plan	Substitute Teacher Reports
Employment Certificates	Tax Collection Records
Employee Contracts	Transportation Records
Equipment Inventories	Treasurer's Reports/Receipts
	Tuition Records