



Dr. Richard Izquierdo
Health and Science Charter School

Freedom of Information Law (FOIL)

Dr. Richard Izquierdo Health and Science Charter School complies with the New York State Freedom of Information law ([Article 6 of the New York Public Officers Law](#)). This means that certain school records can be made available to the public upon request because DRIHSCS is a publicly funded school. Please see the Director of Operations if you would like a copy of the Freedom of Information Law.

Freedom of Information (FOIL) Sample Letter

Instructions:

- *Write a letter addressed to the School*
- *Provide digital copy via email to ops@drizquierdocs.org, ATTN: Eldwin Fernandez OR provide written copy via submission to the DRIHSCS's Main Office.*
- *Roles:*
 - *Records Access Officer – Eldwin Fernandez, Director of Operations*
 - *Records Access Appeals Officer – Francine Cruz, Head of School*

Dr. Richard Izquierdo Health and Science Charter School
800 Home Street
Bronx, NY 10456
RE: Freedom of Information Law Request

To: Records Access Officer

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following) _____ (as clearly as possible attempt to identify the record(s) you are interested in obtaining or reviewing, include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.).

If my request appears to be extensive or fails to reasonably describe the record(s), please contact me in writing or by phone at _____.

If there are any fees for copying the record(s) requested, please inform me before filling the request (or: ... please supply the records without informing me if the fees are not in excess of \$_____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly. If for any reason any portion of



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my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature

First and Last Name

Address

City, State, ZIP code

Telephone number

Subject Matter List

Dr. Richard Izquierdo Health and Science Charter School maintains the below records in the following categorized items. Not all records are publicly available in full, but in those instances, portions will be available under the Freedom of Information Law (FOIL).

- Board of Trustees Records
- Administrative Records
- Human Resources Records
- Financial Records
- Student Records

If a request will be granted in whole or in part, but cannot be granted within 10 business days of the date of the school's acknowledgement of the request, the School shall state in writing the reason why it cannot be so granted and give a date when it will be granted in whole or in part, which date will be reasonable under the circumstances of the request.

If the person requesting information is denied access to a record, they may, within 30 days, appeal such denial to the Secretary of the DRIHSCS Board of Trustees. Upon timely receipt of such an appeal, the School, within 10 business days of the receipt of the appeal, will fully explain the reasons for further denial or provide access to the record(s) sought.

The School will also forward a copy of the appeal, as well as its ultimate determination to the Committee on Open Government immediately after receipt or determination, respectively. If further denied, the person requesting information may further appeal through an Article 78 proceeding. Likewise, if the School does not follow the FOIL appeal procedures, it will constitute a denial of the FOIL appeal for purposes of allowing the requester to bring an Article 78 proceeding.



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The School may deny access to requested records if:

- Such records are specifically exempted from disclosure by state or federal statute;
- Such access would constitute an unwarranted invasion of personal privacy;
- Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law §87(2)(e);
- Such records, if disclosed, would endanger the life or safety of any person;
- Such records are computer access codes; and/or
- Such records are internal materials which are not statistical or factual tabulations of data, instructions to staff that affect the public, a final policy, nor external audits.

The School maintains:

- A record of the final vote of each trustee in every proceeding in which the trustees vote;
- A record setting forth the name, public office address, title and salary of every officer or employee of the education corporation; and
- A reasonably detailed current list, by subject matter, of all records in the school's custody or possession.

There is no fee to inspect or search for records. Photocopies of records can be made on-site for 10 cents per page. By law, the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches. The fee for photocopies of records which are not an appropriate size for the school's photocopy equipment shall not exceed the actual reproduction cost, which is the average unit cost for copying a record, excluding fixed costs of the agency such as operator salaries.

The School will publicly post a notice setting forth the name and address of its records access officer, its records appeals officer, and the location where records will be made available. In addition to providing this policy in the family handbook, the School will make this policy available in the office upon request.

Further information:

[Committee on Open Government, Freedom of Information Law](#)