



Pursuing Excellence Through Partnership

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.

List of Available Records

Accident Reports
Adult Education Records
Annual District Budgets
Annual Financial Reports
Appropriation and Expense Ledgers
Arbitration Cases
Attendance Reports
Audit Reports
Bank Statements
Basic Educational Data System (BEDS) Reports
Bidding Records
Board of Education Minutes of Meetings – Regular and Special
Bond Issue Information
Bond Registers
Building Health Inspection Reports
Building Project Reports

List of Available Records Continued

Canceled Checks
Census Reports
Civil Defense Reports

Civil Service Records and Reports
Court Cases
Curriculum Guides
Debt Statements
District Strategic Plan
Employment Certificates
Employee Contracts
Equipment Inventories
Extra-Classroom Activities Fund Records
Federal Aid Records
Fire Drill Reports
Fire Inspection Reports
General Ledger
Grievance Cases
Health and Dental Insurance Records
Insurance Policies
Journals of Original Entry
Payroll Records
Personnel Records
Policy, Regulation and Bylaw Manuals
Property Deeds
Purchasing Records
Record of District Disbursements
Record of District Elections
Regent Examination Records
School Calendar
School District Contracts
School Lunch Records
School and Staff Manuals and Guidelines
Standardized Test Scores
State Aid Records
Substitute Teacher Reports
Tax Collection Records
Transportation Records
Treasurer's Reports and Receipts
Tuition Records