

## FOIL POLICY: PUBLIC NOTICE

### YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law (FOIL), which took effect on January 1, 1978, gives you the right of access to many public records. Bronx Academy of Promise Charter School has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept.

#### **Location**

According to these regulations, records can be seen and copied at:

Bronx Academy of Promise Charter School  
1349 Inwood Avenue, Bronx, NY 10452

#### **Hours for Public Inspection**

Requests for public access to records shall be accepted and records produced during school hours. These hours are: 8am-4pm, Monday-Friday

#### **Records Officers**

The following officials will help you to exercise your right to access:

1. School officials who have in the past been authorized to make records available
2. Records Access Officer(s)

Jessica Rivera  
Operations Manager  
Bronx Academy Of Promise Charter School  
T-718-293-6950 ext. 208  
jrivera@bronxacademyofpromise.com

If you are denied access to a record, you may appeal to the following person(s) or body:

Denise Schiraldi  
Principal  
Bronx Academy Of Promise Charter School  
(T) 718-293-6950  
dschiraldi@bronxacademyofpromise.com

#### **FOIL Requests**

FOIL requests shall be submitted to the Records Access Officer in writing and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email constitutes a written request.

FOIL requests shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the requested record will be available.

Individuals making FOIL requests should identify the specific document requested and should include the name, mailing address, and telephone number of the requesting individual.

#### **Committee on Open Government**

Any details not specified in this policy should be located in the actual law, which may be found at:  
<https://opengovernment.ny.gov/freedom-information-law>