



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

POLICY TITLE: College Records Access

OVERVIEW: For information on access to student records

OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records and Human Resources

DATE UPDATED: July 2008

The Freedom of Information Law (Public Officers Law, Article 6), effective January 1, 1978, provides rights of access to College records, except those that fall within one of the nine categories of deniable records [Section 87(2)]. Written application for examination and copying of accessible records must be made to the Records Access Officer, Vice President of Administration and Finance, during regular business hours. The institution will respond to the request for access within a reasonable period of time, but not more than 45 days after receipt of the request.

Appeals of a denial of requested information may be taken within 30 days to the SUNY Office of Governmental and College Relations in Albany.

Students and parents have the right to file a complaint with the Department of Education concerning the alleged failure of the College to comply with the requirements of [FERPA](#).
