

## **Staten Island Hebrew Public Freedom of Information Law - Subject Matter List**

Staten Island Hebrew Public's (the "School") subject matter list provides a reference of subjects or file categories under which records are maintained by the School. This list is not a compilation of every record used by the School to conduct daily business functions. Not all records listed here are publicly available under the Freedom of Information Law (FOIL). Under FOIL, certain records are exempt from disclosure, as more fully described in the School's FOIL Policy.

### Administrative Records

Grants and Contracts

Charter & By-Laws

Agendas and Minutes of Board & Committee Meetings Fixed Asset Inventory List

Supplies List

Property Documentation (leases, etc.)

Fundraising Records

Minutes of the Board of Directors and subcommittees Banking agreements

Vendor invoices

Tax Returns and Correspondence

### Human Resources Records

Employee Assignments and Garnishments

Employee Benefit Plan Documents

Employee Payroll Records and Reports

Employee Personnel Records

Employee Timesheets and Attendance Records

Employee Workman's Compensation Documents

Employment Applications

### Financial Records

Accounts Payable Ledgers and Schedules

Accounts Receivable Ledgers and Schedules Audit Reports of Independent Accountants

Depreciation Schedules

Bank Statements & Reconciliations Cancelled Checks

Cash Receipts and Disbursements

Expense Analyses & Distribution Schedules Financial Statements

Fixed Asset Records & Appraisals

General Ledgers

W-2 / W-4 / 1099 Forms, etc.

Invoices from Vendors

Tax Returns and Correspondence

Insurance Records

Accident Reports and Claims

Policies

Insurance - Policies (Expired) Permanent

### Student Records

Student Cumulative Education Record

Other Student Records (registration record, Section 504 evaluations, counselor notes, etc.) Examination

Test Results, Papers and Answer Sheets  
Enrollment Applications  
Lottery Results  
Student Portfolio (student's best work, progress reports and grades)  
Attendance Records  
Student Organization Records  
Athletic Records  
Fundraising Records  
Disciplinary Records  
Records of Gifts or Prizes Awarded to Students  
Special Education Files  
Education Funding Documents