



Revised May 31, 2022

Freedom of Information Act Subject Matter List

Neighborhood Community Charter School (the “School”) maintains the following list, by subject matter and/or category, of all records maintained by the School. Not all records of the School are publicly available under the Freedom of Information Law (“FOIL”); in accordance with FOIL, certain of the School’s records or portions thereof are exempt from disclosure.

Board of Trustees Records

Agendas
Minutes of Board and Committee meetings
Bylaws
Board Policies

Charter Records

Provisional Charters
Charter Agreements
Corrective Action Plans

Administrative Records

Grants and Contracts
Fixed Asset Inventory List
Leases and other property documentation
Fundraising Records

Human Resources Records

Employee Payroll Records and Reports
Employee Personnel Records
Employee Timesheets and Attendance Records
Employee Assignments and Garnishments
Employee Benefit Plan Documents
Employee Workman’s Compensation Documents
Employment Applications
Fingerprint Clearance Records
Certification Records

Financial Records

Accounts Payable Ledgers and Schedules
Accounts Receivable
Ledgers and Schedules Audit
Reports of Independent Accountants
Financial Statements
Depreciation Schedules

Bank Statements & Reconciliations Cancelled Checks
Cash Receipts and Disbursements
Expense Analyses & Distribution
Schedules Fixed Asset Records & Appraisals
General Ledgers
W-2 / W-4 / 1099 Forms, etc.
Banking agreements
Vendor invoices
Tax Returns and Correspondence

Insurance Records

Insurance Policies
Accident Reports and Claims

Student Records

Student Cumulative Education Records
Examination Test Results
Application, Lottery and Enrollment Documents
Attendance Records
Disciplinary Records
Health Records

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