

# The Renaissance

35-59 81st Street, Jackson Heights, NY 11372

www.renaissancecharter.org • 718-803-0060 • 718-803-3785 (fax) Charter School

## The Renaissance Charter School

### Freedom of Information Law – Subject Matter List

Last Updated: January 10, 2022

The Renaissance Charter School (the “Corporation”) maintains the following list, by subject matter and/or category, of all records maintained by the Corporation. Not all records of the Corporation are publicly available under the Freedom of Information Law (“FOIL”). In accordance with FOIL, certain of the Corporation’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  
Charter Revisions  
District Correspondence  
SED Correspondence  
Annual Reports Submitted to the Charter School Authorizer (CSO)  
Site-visit Reports from CSO

#### Administrative Records

Grants and Contracts  
Fixed Asset Inventory List  
Leases and Other Property Documentation  
Fundraising Records  
Food Service 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  
Professional Development Records  
Fingerprint Clearance Records  
Certification Records

*“Developing Leaders for the Renaissance of New York”*

Employment Handbooks

Union Contracts

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