

**The Renaissance Charter School 2**

**Freedom of Information Law – Subject Matter List**

Last Updated: January 10, 2022

The Renaissance Charter School 2 (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  
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