Integration Charter Schools
Freedom of Information Law - Subject Matter List

Last Update: July 22, 2020

Integration Charter Schools (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
- Policies

**Charter Records**
- Provisional Charters
- Charter Agreements

**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 Timeheets 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