



500 19th Street, Brooklyn, NY 11215 | www.bugsbrooklyn.org | 718-280-9556 | info@BUGSbrooklyn.org

FOIL LIST OF RECORDS HELD / SUBJECT MATTER LIST

Last Update: January 24, 2023

Brooklyn Urban Garden 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.

- A. Board of Trustee Records
 - a. List of current Trustees and Officers
 - b. Agendas
 - c. Minutes of Board
 - d. By-Laws
 - e. Policies

- B. Charter Records
 - a. Provisional Charter
 - b. School Charter Agreement
 - c. 501(c)(3) Tax Exempt IRS Letters

- C. Administrative Records
 - a. Grants and Contracts
 - b. Leases and other property documentation
 - c. Fundraising Records
 - d. School Safety Plan

- D.

- E. Student Records
 - a. Student Cumulative Education Records
 - b. Report Cards and Transcripts
 - c. Standardized Test Results
 - d. Attendance Records
 - e. Discipline Records
 - f. Health Records
 - g. Application, Lottery & Enrollment Documents
 - h.

- F. Human Resources Records
 - a. Employee Payroll Records and Reports
 - b. Employee Personnel Records
 - c. Employee Timesheets and Attendance Records



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- d. Employee Assignments and Garnishments
 - e. Employee Benefit Plan Documents
 - f. Employee Workers Compensation Documents
 - g. Employment Applications
 - h. Fingerprint Clearance Records
 - i. Certification Records
- G. Financial Records
- a. Accounts Payable Ledgers and Schedules
 - b. Accounts Receivable Ledgers and Schedules
 - c. Audit Reports of Independent Accountants
 - d. Financial Statements
 - e. Depreciation Schedules
 - f. Bank Statements and Reconciliations
 - g. Canceled Checks
 - h. Cash Receipts and Disbursements
 - i. Expense Analyses and Distribution Schedules
 - j. General Ledgers
 - k. W-2, W-4, 1099 Forms, Etc.
 - l. Banking Agreements
 - m. Vendor Invoices
 - n. Tax Exemption Documentation
 - o. Tax Records
- H. Insurance Records
- a. Insurance Policies
 - b. Accident Reports and Claims