

SCHOOL DISTRICT RECORDS EXHIBIT
Application for Public Access to Records

To: Terrence Gillooley, Records Access Officer
Board of Education
Middleburgh Central School District
Middleburgh, New York 12122

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to (or containing the following) _____

(Identify/describe the records and provide all relevant information and include dates of records if possible)

I understand there is a fee of \$.25 per page for duplication of the records requested. As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

Signature _____

Date _____

Mailing Address _____

Email _____

(Request to be received by mail)

(Request to be received by email)

I hereby acknowledge receipt of the reproduction of records.

Signature _____

Date _____

FOR OFFICE USE ONLY

Approved () Denied () for the reasons checked below:

- () Confidential disclosure
- () Part of investigatory files
- () Unwarranted invasion of personal privacy
- () Record of which this agency is legal custodian cannot be found
- () Record is not maintained by this agency
- () Exempted by statute other than the Freedom of Information Act
- () Other (specify) _____

Signature/Title _____

Date _____

NOTICE: You have a right to appeal this application to the head of this agency, Superintendent of School, Middleburgh Central School District. The Superintendent must fully explain his/her reason(s) for such denial in writing within 10 days of receipt of an appeal.