

SCHOOL DISTRICT RECORDS EXHIBIT
Application for Public Access to Records

To: Robyn Bhend, Records Access Officer
Board of Education
PO Box 606
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

(Request to be received by mail)

Email

(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.