

THREE VILLAGE CENTRAL SCHOOL DISTRICT

APPLICATION FOR PUBLIC ACCESS TO RECORDS

(In-Person or U.S. Mail)

TO: **RECORDS ACCESS OFFICER**
Three Village Central School District
PO Box 9050
East Setauket NY 11733-9050

I hereby apply to () inspect only or () inspect and request reproduction, of the following record(s) and understand that the request may be subject to fees outlined below *(continue on back if needed)*:

- Fees for documents up to 9 x 14" = \$.25per copy
- Pursuant to Chapter 223 of Public Law, this agency may charge for the retrieval and duplication of documents for time exceeding two hours if applicable. You will be advised prior to completing the records request if a determination has been made that your request is subject to these charges.
- Fees are subject to periodic review and change as determined by Public Law..

NAME OF APPLICANT: _____ PHONE #: _____
(Please Print)

ADDRESS: _____

IN ACCORDANCE WITH PUBLIC INFORMATION LAW §89(2)(b) I CERTIFY THAT THE INFORMATION REQUESTED WILL NOT BE USED FOR ANY COMMERCIAL OR FUND RAISING PURPOSES.

SIGNATURE: _____ DATE: _____

* * * * *

I hereby acknowledge receipt of the reproduction of records.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

() Approved

Denied (for the reason(s) 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
- () Inter agency or intra agency materials which are not; statistical or factual tabulations or data.
- () Other (specify)

SIGNATURE: _____ TITLE: _____ DATE: _____

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Superintendent of Schools
Three Village Central School District
PO Box 9050
East Setauket NY 11733
superintendent@3villagecsd.org

Revised: November, 2010