

1120-E.1 APPLICATION FOR PUBLIC ACCESS TO RECORDS

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(Via Mail or E-Mail)

To: Records Access Officer

62 Old Middletown Road or Email: FOILRequests@ccsd.edu

New City, NY 10956 Use "FOIL REQUEST" in subject line

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (where possible, furnish date, title, file designation, or other information to help identify record).

SIGNATURE _____ DATE _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

REPRESENTING _____

FOR DISTRICT USE ONLY

APPROVED: _____

Denied (for the reason(s) checked below)

___ **Confidential Disclosure** ___ **Part of Investigatory Files**

___ **Unwarranted Invasion of Personal Privacy**

___ **Record of Which This Agency is Legal Custodian Cannot be Found**

___ **Exempted by Statue other than the Freedom of Information Act**

____ Other (specify) _____

SIGNATURE _____ TITLE _____

DATE _____

NOTICE: You have a right to appeal a denial of your FOIL application. Appeals must be in writing and submitted within 30 days of the written response to your FOIL request. Please include a copy of the original request and a copy of the FOIL response letter you received along with your appeal letter to the Records Access Officer:

- By mail: Clarkstown Central School District, 62 Old Middletown Road, New City, NY 10956
- By email: FOILRequests@ccsd.edu. Use subject line "FOIL APPEAL"

You will be informed in writing of the decision within ten business days of our receipt of such an appeal.

Adoption date: March 21, 2015

Amended: October 15, 2016

Amended: October 7, 2021

Clarkstown Central School District