

Hastings-On-Hudson UFSD Application for Public Access to Records

To: Records Access Officer
Melissa DeLaBarrera
Hastings-On-Hudson UFSD
27 Farragut Avenue
Hastings-On-Hudson, NY 10706

I hereby request to inspect the following records. Please include, if possible, document title, date, or other descriptive information.

According to FOIL, public agencies are required to provide copies of records in the format and on the medium desired by the person filing the request if the agency can reasonably do so. Please provide these records to me (select one):

- Paper copy. A fee of \$0.25 cents per page for copies of documents and/or computer printouts may be applied.
 Electronically
 In person (please call for appointment)

I certify that the purpose of the examination is not to obtain names and addresses for commercial or fund-raising purposes.

Signature

Printed Name

Name of organization representing if applicable

Mailing Address

Email Address and Phone

Approved: _____

Denied (for reason(s) checked below):

- Confidential Disclosure
 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
 Part Of Investigatory Files
 Other (specify): _____

Signature

Title

Date

NOTICE: You have a right to appeal a denial of this application within 30 days to the Superintendent of Schools, Hastings-On-Hudson UFSD, 27 Farragut Avenue, Hastings-On-Hudson, NY 10706, who must fully explain the reasons for such denial in writing within seven business days of receipt of the appeal.