

# Regulation

Draft 9/23/24  
1100.2

COMMUNITY RELATIONS

APPLICATION FOR PUBLIC ACCESS TO RECORDS

This form language is optional but may enhance your use of the Freedom of Information Law.

TO: Records Access Officer, Oriskany Central School District

I hereby request the following record \_\_\_\_\_

- If possible, I would like this record (please select one):
- emailed to me (a copy charge may apply)
  - mailed to me (a copy charge may apply)

**OR**

I hereby apply to come in to inspect the following record \_\_\_\_\_

Signature	Print Name	Date
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Email Address	Mailing Address
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\*One form per request. Please attach additional forms if needed.  
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***For Agency Use Only***

- Approved Inspection
- Approved for Copies
- Pages at \$.25 per page

Total Received \$\_\_\_\_\_

Denied (for the 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 Law
- Other (Specify) \_\_\_\_\_

\_\_\_\_\_  
Signature, Records Access Officer

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NOTICE: You have the right to appeal a denial of this application to Records Appeal Officer, in writing within thirty days of your receipt of the denial. Records Appeal Officer must fully explain his/her reasons for such denial in writing within ten business days of receipt of an appeal.

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Oriskany Central School District  
Approved by the Superintendent: 01/24/17, 03/16/21, \_\_\_\_\_