

MANCHESTER-SHORTSVILLE CSD

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: BOARD CLERK / RECORDS ACCESS OFFICER
MANCHESTER-SHORTSVILLE CSD
1506 ROUTE 21
SHORTSVILLE, NY 14548-9502

I hereby apply to inspect the following record:

Blank lines for record description

I hereby apply for copy of the following record: (Please note: There is a charge of \$.25 per page for copying [Pub. Off. Law § 87(1)(b)].

Blank lines for record description

Name of Applicant (printed): Date:
Signature of Applicant:
Representing:
Mailing Address:

The District must respond within five (5) days of the written request by responding and making the record available, by issuing a written denial, or by acknowledging the request and stating approximately when the request will be granted or denied. [Pub. Off. Law § 89(3)].

For District Use Only

APPROVED DENIED

- Reason for denial: Record is exempted by state or federal statutes
Record would be an unwarranted invasion of personal privacy as defined by law
Record of which this agency is Legal Custodian cannot be found.
Record is not maintained by this Agency.
Record would impair current or imminent collective bargaining or contract awards
Record does not exist in the requested form.
Record is interagency or intraagency material.
Other:

Signature of Records Access Officer Date:

NOTICE TO APPLICANT: You have a right to appeal a denial of this application, provided you file such appeal within thirty (30) days of denial, to the: Superintendent of Schools Manchester-Shortsville CSD 1506 Route 21 Shortsville, NY 14548-9502
Upon receiving your written appeal, the Superintendent of Schools will explain his reasons for such denial in writing within ten (10) days of receipt of a written appeal. The District must also file each appeal and each determination of appeal with the: Committee on Open Government, 162 Washington Avenue, Albany, NY 12231. Anyone who is dissatisfied with the district's final decision on a request for access to records may appeal the decision to the supreme court of the appropriate county [Pub. Off. Law § 89(4)].

TO APPEAL:

I HEREBY APPEAL:

DATE:

(Signature of Applicant)