

Voorheesville Central School District
432 New Salem Road
Voorheesville, NY 12186

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Name of Applicant (please print) _____

Signature of Applicant _____

Mailing Address of Applicant _____

Telephone Number _____

Agency or Organization (if applicable) _____

Under provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby apply to inspect the following record:

1. Type of Record Requested (be specific) _____

2. Date of Record Requested (if known) _____

3. Date of Request _____

I understand if the information is available, the cost of copying such records may be charged by the Voorheesville Central School District at the cost of \$.25 per page. Multiple copies may require advance payment at the discretion of the Access Officer. Please note: Kathleen Parsons, Treasurer, your Access Officer has five (5) working days to acknowledge receipt of request.

For Voorheesville Central School District Use Only

Your application for access to the records described above is:

_____ Approved The information you requested is attached.
_____ Denied

Reason for Denial:

- Confidential Disclosure _____ Part of Investigatory File
- Unwarranted invasion of personal privacy
- Record of which this school is Legal Custodian cannot be found
- Record is not maintained by this agency
- Exempted by Statue Other than the Freedom of Information Act
- Other _____

Signature

Title

Date

You have a right to appeal a denial of this application to the Clerk of the Board of Education

Name

Business Address

who must fully explain the reason for the denial in writing seven days of receipt of an appeal.

I hereby appeal:

Signature

Date

