

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, LaFayette Central Schools

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

 Email Address Mailing Address

*One form per request. Please attach additional forms if needed.

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

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.