

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Records Access Officer
 Auburn Enlarged City School District
 78 Thornton Avenue
 Auburn, NY 13021
 (315) 255-8850

In accordance with Chapters 578, 579 and 58 of the Laws of 1974, and the policy of the Auburn Enlarged City School District, I would like to inspect and/or copy the following records. I understand that this inspection will be in the presence of the Records Access Officer of the Auburn Enlarged City School District or his/her designee. I understand that any copies of records made for me by the Auburn Enlarged City School District will be at the cost of twenty-five cents (\$.25) per copy.

Records desired _____

Date of Inspection _____ Time of Inspection _____

Name _____

Address _____

Telephone number _____ Signature _____

FOR DISTRICT USE ONLY

☐ **Approved Inspection**

☐ **Denied (for the reason(s) checked below)**

☐ Confidential Disclosure

☐ Part of Investigatory Files

☐ 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

☐ Other (Specify) _____

 Received by Signature, Records Access Officer

 Date

NOTICE: You have a right to appeal a denial of this application to the Records Appeal Officer, who shall fully explain reasons for such denial in writing within ten (10) business days of receipt of an appeal.

Amy Mahunik, Deputy Superintendent (Records Appeal Officer)
 78 Thornton Ave., Auburn, NY 13021

I hereby appeal:

 Signature

 Date