

APPLICATION FOR PUBLIC ACCESS TO RECORDS TO:

TO: RECORDS ACCESS OFFICER
DeRuyter Central School District
711 Railroad Street
DeRuyter, NY 13052

HEREBY REQUEST THE FOLLOWING RECORD(S):

Signature

Date

Representing

Mailing Address

(FOR SCHOOL DISTRICT USE ONLY)

Approved _____

Denied (for reason(s) checked below):

- _____ Confidential Disclosure
- _____ Part of Investigatory Files
- _____ Unwarranted Invasion of Personal Privacy
- _____ Record of Which This District is Legal Custodian Cannot Be Found
- _____ Record is not Maintained by this District
- _____ Exempted by Statute Other Than the Freedom of Information Act
- _____ Other (specify) _____

Signature and Title

Date

NOTICE: You have the right to appeal a denial of this application to the Superintendent of Schools, District Office, 711 Railroad Street, DeRuyter, NY 13052, who must reply in writing seven days after receipt of an appeal.

I hereby appeal: _____

Signature

Date