

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Kelly Mutschler, Records Access Officer
Monroe 2-Orleans BOCES, 3599 Big Ridge Road, Spencerport, New York 14559
Email: kmutschl@monroe2boces.org

I hereby apply to inspect the following record(s) \_\_\_\_\_

I certify if the record is a list of names and addresses, such list will not be used for solicitation or fundraising activities by me or anyone I sell or give the list to.

Print Name Signature Date

Representing Mailing Address

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For Agency Use Only

Receipt of request acknowledged. Response time to grant or deny request estimated for \_\_\_\_\_ (date)
Approved and provided
Approved; estimated date to be provided is \_\_\_\_\_ (date)
Approved for copies (not to exceed 25¢ per page or actual cost of reproduction if not a per-page record)
\_\_\_\_\_ Pages at 25¢ per page = \$ \_\_\_\_\_

Total Received \$ \_\_\_\_\_

DENIED (for the reason(s) checked below)

- Complied for law enforcement
Part of Investigatory Files
Unwarranted Invasion of Personal Privacy
Legal custodian of the record
Record is not maintained by this agency
Exempted by statute other than the Freedom of Information Act
Impair present or imminent contract awards or collective bargaining negotiations
Endanger life and safety of any person
Computer access codes
Examination question or answer prior to final administration of questions
Certain inter-agency and intra-agency materials
Other (specify)

Signature of Records Access Officer Date

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APPEAL: You have a right to appeal a denial of this application within 30 days to Jo Anne Antonacci, District Superintendent, Monroe 2-Orleans BOCES, 3599 Big Ridge Road, Spencerport, New York 14559, 585-352-2411, who must fully explain her reasons for such denial in writing within ten business days of receipt of an appeal.

Name and Business Address

I hereby appeal:

Signature of District Superintendent Date