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 or work emails, 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)
_____ Compiled 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 Dr. Thomas K. Putnam, District Superintendent, Monroe 2-Orleans BOCES, 3599 Big Ridge Road, Spencerport, New York 14559, 585-352-2411, who must fully explain the 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

Revised: 8/20/2025