



Book Draft Policies from NYSSBA
 Section 1000
 Title APPLICATION FOR PUBLIC ACCESS TO RECORDS
 Code 1120-E.1
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APPLICATION FOR PUBLIC ACCESS TO RECORDS
(Via Mail or E-Mail)

NOTE: This form was created by the Committee on Open Government as a model for public agencies, including school districts. NYSSBA has made some adjustments to cover both mail and e-mail requests. The COOG recommends that agencies post this notice on its website.

Please note that persons requesting district records may be urged, but may not be required, to use the district's form. The Board may also edit the form to reflect the specific requirements of the district.

[Note to the public {for use on district website}: This form's language is optional but may enhance your use of the Freedom of Information Law. You may choose to utilize certain portions that are most applicable to your request. You may cut and paste the entire form into a new e-mail, read all provisions, and delete and/or modify those that do not apply. The subject line of your request should be "FOIL Request".]

{Include district mailing address/e-mail address, as appropriate}

Dear Records Access Officer:

1. Please e-mail/mail the following records if possible [include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.]:
2. Please inform me of the appropriate time during normal business hours for inspecting the following records prior to obtaining copies [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.]:
3. Please inform me of the cost of providing paper copies of the following records [include as much detail about the records as possible, including relevant dates, names, descriptions, etc.].
4. If all the requested records cannot be e-mailed/mailed to me, please inform me by e-mail/mail of the portions that can be e-mailed/mailed and advise me of the cost for reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).
5. If the requested records cannot be e-mailed/mailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records.
6. If my request is too broad or does not reasonably describe the records, please contact me via e-mail/mail so that I may clarify my request, and when appropriate inform me of the manner in which records are filed, retrieved or generated. If it is necessary to modify my request, and an e-mail/mail response is not preferred, please contact me at the following telephone number: _____.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and e-mail address of the person or body to whom an appeal should be directed.

Name: _____

Address [if records are to be mailed]: _____