

# APPLICATION FOR PUBLIC ACCESS TO RECORDS

**TO: RECORDS ACCESS OFFICER – Julie Chartrand**  
**HARRISVILLE CENTRAL SCHOOL DISTRICT**  
**14371 Pirate Lane Harrisville NY, 13648**  
**Phone: (315) 543-2707      E-mail: jchartrand@hcsk12.org**

I HEREBY REQUEST COPIES OF THE FOLLOWING RECORDS:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representing: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Phone No: \_\_\_\_\_

=====

**FOR DISTRICT OFFICE USE ONLY:**

Financial Records \*

All Other Records \*\*

APPROVED:

DENIED:  (Reason checked below)

- Confidential Disclosure    \_\_\_ Part of investigatory files
- Unwarranted invasion of personal privacy
- Record of which this agency is Legal Custodian cannot be found
- Records not maintained by the District
- Exempt due to Pending Contract Negotiations
- Inter/Intra-Agency materials
- Exempted by statute other than the Freedom of Information Act
- Other (Specify) \_\_\_\_\_

\* **Financial Records Requests** will be signed by the Business Manager and Superintendent only

\*\* **All Other Records Requests** will be signed by the Records Access Officer and the Superintendent only

\_\_\_\_\_  
Records Access Officer Signature

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Superintendent of Schools Signature

\_\_\_\_\_  
Superintendent of Schools Signature

Date: \_\_\_\_\_

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**NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY WITHIN THIRTY (30) DAYS OF DENIAL**

Robert Finster  
Superintendent of Schools  
HARRISVILLE CENTRAL SCHOOL DISTRICT

14371 Pirate Lane  
Harrisville, NY 13648  
Phone: (315) 543-2707

I HEREBY APPEAL: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE