

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: _____

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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