

**PUTNAM VALLEY CENTRAL SCHOOL DISTRICT**  
**APPLICATION FOR PUBLIC ACCESS TO RECORDS**  
**(APPLICATION NOT REQUIRED--CAN REQUEST VIA EMAIL: Foils@pvcasd.org)**

**TO:     Records Access Officer**

I hereby apply to:       ( ) inspect only,  
                              ( ) inspect and request reproduction @ 25 cents per page, or  
                              ( ) request reproduction @ 25 cents per page, or  
                              ( ) request an electronic version be sent to (list email address below)--redaction fee is 25 cents per page

The following record(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Requestor (please print):** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_       **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Representing (if applicable):** \_\_\_\_\_

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

If you are requesting a list of names and addresses, you must complete the following:

**In accordance with the Public Officers Law, I certify that the information requested  
will not be used for solicitation or fundraising purposes.**

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

\*\*\*\*\*

**For School District Use Only**

- ☐ Approved Inspection    ☐ Approved for Copies at \$ .25 per page --Total Received    \$ \_\_\_\_\_  
☐ Approved for Electronic records-no charge (unless redactions are required-\$.25 per page)

Records will be provided on or about \_\_\_\_\_

- ☐ **Denied, in whole or in part (for the reason(s) checked below)**
- ☐ Confidential disclosure
  - ☐ Intra-agency or Inter-agency material
  - ☐ Unwarranted invasion of personal privacy
  - ☐ Record of which this agency is the legal custodian cannot be found
  - ☐ Record is not maintained by this agency
  - ☐ Record sought cannot be found after diligent search
  - ☐ Exempted by statute other than the Freedom of Information Law (specify)
  - ☐ Other (specify)

Signature, Records Access Officer: \_\_\_\_\_        Date: \_\_\_\_\_

**NOTICE: You have a right to appeal a denial of this application to Dr. Jeremy Luft, Records Access Appeal**

**Officer, within 30 days of the date of this denial.**

**Please submit an appeal in writing to the Records Access Appeal Officer at the above address, who will decide the appeal in writing within 10 business days of receipt of an appeal.**