REQUEST FOR ACCESS TO PUBLIC RECORDS
(See Regulations on back of this form)

Requestor's Name ___________________________ Organization Represented __________________

Address ___________________________________

______________________________________________________________________________

Telephone __________________________________

I hereby request that I be permitted to inspect the following records:

____________________________________________________________________________________

____________________________________________________________________________________

I would like to request copies of the following records:

____________________________________________________________________________________

____________________________________________________________________________________

I understand that the following fees may apply:

1. Photocopying - $.25 per page
   Labor agreements - $5.00 per copy (unless 20 pages or fewer, in which case, the charge will be $.25 per page)
   CD or DVD - $10.00 (copy only)

2. Compilation* of data from several records - $15 per hour for clerical time.**
   $40 per hour for administrative time.**

3. Certification of birthdate & taxes paid - no charge.

*District is not obligated to compile records.

** No fees are charged for compilations that take under two hours to complete. If compilation will take more than two hours to complete, the Requestor will be informed in advance of the estimated cost of preparing a copy of the record.

Signature __________________________________ Date ________________________________

FOR SCHOOL DISTRICT USE

Date Received ________________________________ By Whom ________________________________

Request approved. Records may be inspected at the following office(s):

____________________________________________________________________________________

____________________________________________________________________________________

Copies of records requested will be available at an estimated cost of: ______________________

Request denied for reason(s) checked below:

__________________________________________________________

Additional time required to locate or review the records.

Confidential records.

Part of investigatory files.

Unwarranted invasion of personal privacy.

Exempted under provisions of the Freedom of Information Act.

Record is not maintained by the School District.

No such record or information exists.

Other: __________________________________________________

Signature – Records Access Officer ______________________ Date __________________________

Notice: You have the right to appeal a denial of the request. The written appeal must be directed to the Superintendent of Schools, address as above, within thirty (30) days of the above date. A response will be given in writing within ten (10) business days.

1/24/2014
Rules and Regulations Governing Access to Records

Records Access Officer. The Records Access Officer shall be the Executive Assistant to the Superintendent of Schools whose office is located at 105 Casey Road, PO Box 5000, East Amherst, NY 14051-5000.

Fiscal Officer. The Fiscal Officer shall be the Superintendent of Schools whose office is located at 105 Casey Road, PO Box 5000, East Amherst, NY 14051-5000.

Locations for submission of requests for inspection or copies of records. Requests for inspection and copies of records should be made to the Records Access Officer at the office of the Superintendent of Schools. These requests may also be made by email. To make this request via e-mail, please send an e-mail to lcoccionitti@williamsvillek12.org with the subject line “FOIL REQUEST.” You may also visit the District website at www.williamsvillek12.org, click on the “District” tab, then on the “Freedom of Information” tab.

Times when records are available. Requests to inspect or secure copies of records may be made to the Records Access Officer on any business day between the hours of 8:30 a.m. and 4:00 p.m.

Procedures. The following procedures shall be followed in connection with requests to inspect or secure copies of records:

1. Requests to inspect or secure copies of records shall be submitted to the Records Access Officer on a form prescribed by the Superintendent, copies of which are available in the office of the Records Access Officer.

2. The Records Access Officer will grant or deny access or acknowledge receipt of the request within five days of the receipt of the request.

3. With respect to requests which are approved in whole or in part, and where circumstances prevent disclosure of information within twenty (20) additional business days from the date of the acknowledgment of the receipt of the request, an explanation will be provided in writing concerning the delay along with a date by which the request will be granted in whole or in part.

4. With respect to records which are determined not to be available, the Records Access Officer will note the reason for unavailability on the request form and return one copy of the form to the requester.

5. With respect to records which are determined to be available, the Records Access Officer will direct the requester to the place where the requested records may be inspected and/or will arrange for the preparation and certification of copies upon tender of the required fee.

Place of Inspection. Location where the requested records may be inspected will be noted on the request form.

Requests. Requests by mail or e-mail for copies of available records may be addressed to the Records Access Officer, and will be honored, upon payment of the required fee, provided the requester and the record of which a copy is requested are sufficiently identified to make compliance practicable.

Appeals.

1. Appeals in writing shall be directed to the Superintendent of Schools within thirty (30) days of the date of denial of access.

2. Decisions on appeals will be rendered in writing by the Superintendent of Schools within ten (10) business days of receipt of appeal.