

Submitting a Freedom of Information Law (FOIL) Request to the Unatego Central School

Freedom of Information Law requests for the Unatego Central School District records may be submitted by:

Email to: snolan@unatego.stier.org
App. form:
Mail to: Dr. David S. Richards, Records Access Officer
Superintendent of Schools
PO Box 483, State HWY 7
Otego, NY 13825

Phone: 607-988-5038
Fax: 607-988-1039

Fee for Duplication of Records

Unatego charges the statutorily permitted fee of \$.25 per page for photocopies of records requested under FOIL (Public Officers Law 87[1] [b] [iii]). Additional copy preparation fees may apply as permitted by law. There is no provision in law or regulation requiring a waiver of this fee. Payment must be made to the Unatego Central School District by check or money order.

If the District has the capability to retrieve electronic records, it will provide such records electronically upon request. The District shall accept requests for records submitted in the form of electronic mail and respond to such requests by electronic mail using the forms supplied by the District. This information shall be posted on the District website, clearly designating the email address for purposes of receiving requests for records via this format.

When the District maintains requested records electronically, the response shall inform the requester that the records are accessible via the internet and in printed form either on paper or other information storage medium.

UNATEGO CENTRAL SCHOOL

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to: (please be specific)

I understand there is a charge of twenty five cents per page and is payable before release of documents.

Please Print Name

Signature

Representing (if applicable)

Date

Street Address

Telephone Number

PLEASE NOTE: The Public Officer's Law requires that a governmental agency respond to this written request within (5) business days. There is no specific time limit, however as to the time to produce the documents.

FOR OFFICIAL USE ONLY

Approved

Records are ready for release upon payment of duplication fee \$_____. Please make check payable to Deposit Central School.

Denied

NOTICE: You have a right to appeal denial of this application by contacting the Superintendent at the address printed below.

Other

Explanation:

Signature

Date