

# Regulation

COMMUNITY RELATIONS

1020.3

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Access Officer  
New Hartford Central School District  
33 Oxford Road  
New Hartford, NY 13413

I hereby apply to inspect the following record:

I certify that the only purpose of the records inspection is for my information, and that it will not be used for any private, commercial, fund raising, or other purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

Approved: \_\_\_\_\_

Denied (for reason(s) checked below)

- Confidential Disclosure
- Unwarranted Invasion of Personal Privacy
- Record of which this Agency is Legal Custodian Cannot be found
- Record is not maintained by this Agency
- Exempted by Statute Other than the Freedom of Information Act
- Other (Specify): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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1020.3  
(cont'd)

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Notice: You have a right to appeal a denial of the application within thirty (30) days to:

Superintendent of Schools  
New Hartford Central School District  
33 Oxford Road  
New Hartford, NY 13413

Who must fully explain his/her reasons for such denial in writing within ten (10) working days of receipt of an appeal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Hartford Central School District  
Reviewed: 11/05/02