

APPLICATION FOR PUBLIC ACCESS TO RECORDS

The Freedom of Information Law, originally enacted in 1974, affirms your right to records reflective of how government operates (decisions and policies) that affect the lives of every New Yorker.

To request information from the records of the State University of New York at Farmingdale please complete this document.

Your NAME: _____

Your ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

Your TELEPHONE NUMBER: _____

Documents to be reviewed: Yes: No:
Documents to be copied: Yes: No:
There is a charge of \$.25 cents per copy payable before release of documents

Description of Records Requested. Please be as specific and thorough as possible in providing information. If possible, supply any dates, titles, file designations or any other information that will help to find the information.

I hereby apply to inspect the following record:

YOUR SIGNATURE

DATE OF APPLICATION

Please complete this form and return it to : **Records Access Officer Building 60 SUNY Farmingdale, NY 11735**

FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICER ONLY

____ Records not possessed or maintained by the State University of New York at Farmingdale

____ Records cannot be found after a diligent search.

____ Receipt of this request is acknowledged. You will receive a response as quickly as possible.

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.**

Signature

Title

Date