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The Freedom of Information Law, originally enacted in 1974, affirms your right to records reflective of how government operates (decisions and policies) that affect the lives of every New Yorker.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

Your NAME: __________________________
Your ADDRESS: _______________________
CITY________STATE:______ZIP CODE_____
Your TELEPHONE NUMBER:______________

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, FARMINGDALE STATE COLLEGE, 2350 Broadhollow Road, Horton Hall, Room 145, Farmingdale, NY 11735

FOR USE BY AGENCY FREEDOM OF INFORMATION OFFICER ONLY

_____Records not possessed or maintained by Farmingdale State College 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