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The Freedom of Information Law, originally enacted in 1974, affirms your right to records reflective of how government operates (decisions and policies) that affect the lives of every New Yorker.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: __________________________  Documents to be reviewed: Yes:  No:  
Your ADDRESS: _________________________  Documents to be copied: Yes:  No:  
CITY________STATE:______ZIP CODE______  There is a charge of $.25 cents per copy payable before release of documents

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