

**Application For Public Access To Records**

Fax: (914) 941-6613

To: Asst. Sup't for Finance & Operation - FOIL Officer

Briarcliff Manor Union Free School District  
45 Ingham Road  
Briarcliff Manor, NY 10510

I hereby apply to inspect the following record(s):

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Signature

Date

Print Name Address Telephone Number

Date and Time of Appointment Requested\*

(Copy Cost 25 cents per page.)

\*\*\*\*\*FOR AGENCY USE ONLY\*\*\*\*\*

- ☐ Approved  
☐ Denied (for the reason(s) checked below)  
☐ Confidential disclosure  
☐ Part of investigatory files  
☐ 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) \_\_\_\_\_

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Signature and Title Date

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You have a right to appeal a denial of this application to the Superintendent of Schools, who must fully explain the reasons for such denial in writing within seven business days of receipt of an appeal.

I hereby appeal: \_\_\_\_\_

Signature Date: \_\_\_\_\_