

# RECORDS ACCESS REQUEST FORM

## Under The Freedom of Information Law

Karen J. Freeman, Records Access Officer  
Jefferson Community College  
1220 Coffeen Street, Watertown, NY 13601  
Fax: (315) 786-0158

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

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request access to the following records:

---

---

---

**(Identify the records in which you are interested as clearly as possible)**

- (Check here if copies are requested)** In addition I further request copies of the identified records and agree to pay a copying charge for all copies requested at a rate of \$.25 per page for copies not exceeding 9" x 15".

The Freedom of Information Law requires that you receive a response to your request within five business days of receipt of your request. If for any reason any portion of your request is denied, you will be informed of the reasons for the denial in writing. You may appeal a denial to the appeals officer identified below.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_

---

### DETERMINATION OF RECORDS ACCESS OFFICER

Your request for access to the records specified above is hereby:

- Approved** The requested records will be available for your inspection on \_\_\_\_\_ at \_\_\_\_\_. The total copying charge for the records requested is \$ \_\_\_\_\_. Copies will be available within \_\_\_\_\_ days from the date that payment of the copying charge is received. Checks should be made payable to: Jefferson Community College

- Denied** The reason(s) for denial are as follows:

---

---

---

If you wish to appeal this denial the Records Access Appeals Officer is:

Ty A. Stone, President

Jefferson Community College

1220 Coffeen Street, Watertown, NY 13601

to whom a written appeal should be sent within thirty days of the date of the denial.

---

Records Access Officer

---

Date