

## Freedom of Information – Public Access to Records

Under the Freedom of Information Law, many public agencies are required to make existing information easily available to the general public.

**You may request records either by postal mail or email. Please complete the information below:**

TO: Nancy Corrado, District Clerk/Records Access Officer – [ncorrado@somersschools.org](mailto:ncorrado@somersschools.org)  
Somers Central School District  
PO Box 620  
Lincolndale, NY 10540

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to or containing the following (include as much detail about the record as possible, such as relevant dates, names, descriptions):

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If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing, email or by phone at \_\_\_\_\_.

Please email me the records requested above if possible. If all or part of the records cannot be emailed, please advise me of the cost of reproducing the remainder of the records requested (\$0.25 per page or actual cost of reproduction).

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or USB Drive.

If my request is too broad or does not reasonably describe the records, please contact me in writing, email or by phone at \_\_\_\_\_, so that I may clarify my request, and when appropriate, inform me of the manner in which records are filed, retrieved or generated.

If it is necessary to modify my request, and an email response is not preferred, please contact me at the following telephone number: \_\_\_\_\_.

If for any reason all or any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name, address and email address of the person or body to whom an appeal should be directed.

Name: (No pseudonyms please) \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_