



**Herricks Union Free School District
New Hyde Park, NY 11040**

APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Access Officer-Herricks UFSD

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

Print Name

Signature

Representing

Mailing Address

Phone Number

FOR AGENCY USE ONLY

APPROVED: _____

DENIED (for the reason(s) checked below)

_____	Confidential Disclosure	_____	Part of Investigatory Files
_____	Unwarranted Invasion of Personal Property		
_____	Record of Which This Agency is Legal Custodian Cannot be Found		
_____	Record is not Maintained by This Agency		
_____	Exempted by Statue Other the Freedom of Information Act		
_____	Other (specify) _____		

Signature: _____ Title: Records Access Officer Date: _____

*** If Records need to be purchased, cost is as follows:**

\$.25 per page
\$ 5.00 per audio tape
\$ 20.00 per video tape

****Should your request for records be denied you have the right to appeal to the Superintendent of Schools at:**
Herricks Public Schools
999 Herricks Road
New Hyde Park, NY 11040