

CHATHAM CENTRAL SCHOOL DISTRICT

Application for Public Access to Records

TO: Records Access Officer  
Chatham Central School District  
Chatham, NY 12037

I Hereby apply to inspect/obtain the following record(s):

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I understand there is a fee involved for any copies that have to be made.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

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**Disposition Of Records Access Officer**

APPROVED Record will be available at the \_\_\_\_\_

School Building on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m.

DENIED Reason:

- a) The Record requested does not exist in the School District files.
- b) The Record requested is not maintained by the School District.
- c) Other: \_\_\_\_\_

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\_\_\_\_\_  
Records Access Officer

\_\_\_\_\_  
Date

*Notice: You have a right to appeal in writing a denial of this application within 30 days to the following person:*

Superintendent of Schools  
Chatham Central School District  
Chatham, New York 12037