

APPLICATION FOR PUBLIC ACCESS TO RECORDS

This form language is optional but may enhance your use of the Freedom of Information Law.

TO: Records Access Officer, Mexico Academy and Central School

I hereby request the following record _____

If possible, I would like this record (please select one): emailed to me (a copy charge may apply)
 mailed to me (a copy charge may apply)

OR

I hereby apply to come in to inspect the following record _____

Signature

Print Name

Date

Email Address

Mailing Address

*One form per request. Please attach additional forms if needed.

For Agency Use Only

Approved Inspection Approved for Copies Pages at \$.50 per page

Total Received \$ _____

Denied (for the reason(s) checked below)

- Confidential Disclosure
 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 Law
 Other (Specify) _____

Signature, Records Access Officer

NOTICE: You have the right to appeal a denial of this application to Records Appeal Officer, in writing within thirty days of your receipt of the denial. Records Appeal Officer must fully explain his/her reasons for such denial in writing within ten business days of receipt of an appeal.