



**OYSTERPONDS U.F.S.D. IN ORIENT
23405 MAIN ROAD
ORIENT NY 11957**

*Telephone: 631 323-2410
Fax: 631 323-0058
www.oysterponds.org*

*Richard C. Malone
Superintendent of Schools*

TO: OUFSD District Clerk

PLEASE CHECK ONE OPTION:

- I hereby request to *inspect* only the following record(s):
- I hereby request copies of the following record(s) at the cost of 25 cents per page

Records requested:

Name (please print)

Signature

Street

Date of Request (Today's Date)

Town, State, Zip

Company/Organization Representing

Telephone

email address

FOR AGENCY USE ONLY

APPROVED

DENIED (FOR REASON(S) INDICATED BELOW)

- Confidential Disclosure
- Part of Investigatory File
- Unwarranted Invasion of Personal Privacy
- Record of Which This Agency is Legal Custodian Cannot Be Found
- Record in Not Maintained by This Agency
- Exempted by Statute other than the Freedom of Information Act
- Request Doesn't Reasonably Describe Record(s) Requested
- Other: _____

Signature

Title

Date

Notice: You have a right to appeal a denial of this application to the Head of the Agency within 30 days to Mr. Richard C. Malone, Superintendent of Schools at the address above who must fully explain the reason for the denial, in writing, within 10 days of receipt of an appeal.