



**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

\_\_\_\_\_  
**Name (please print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Street**

\_\_\_\_\_  
**Date of Request (Today's Date)**

\_\_\_\_\_  
**Town, State, Zip**

\_\_\_\_\_  
**Company/Organization Representing**

\_\_\_\_\_  
**Telephone**

**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.**