

Freedom of Information Request for Access to Public Records Form

Please complete all information below. All requests will be addressed by the District's Records Access Officer in accordance with the Freedom of Information (FOI) Act and procedures. Mail completed form to: Gowanda Central School District, Records Access Officer, Barbara J. Smith, 10674 Prospect Street, Gowanda, NY 14070 or email to: msbsmith@gcslearn.org

The Records Access Officer will acknowledge receipt of the request within five (5) business days. When requests have been acknowledged, approval or denial of access will be made within twenty (20) additional business days. The additional time may be required to review or locate the records and/or determine rights of access.

Requestor's Name	
Organization Represented	
Email Address	
Phone	
Address:	

I hereby request permission to

	inspect
	obtain a copy @ \$.25 per page
	be emailed

the following records (be as specific as possible):

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The Requestor will be notified in advance of the estimated cost of preparing a copy of the requested record(s).