



## APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: **RECORDS MANAGEMENT OFFICER**

**Brenda Flint**

Genesee Valley Educational Partnership  
80 Munson Street  
Le Roy, NY 14482  
(585)658-7882 or (585)344-7882

Department or Office: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor: (Please Print) \_\_\_\_\_

Requestor's Signature: Raj For Jackson Parker \_\_\_\_\_

Requestor's Address and Phone #: \_\_\_\_\_  
617-299-1832

**Documents Requested:**

Please be specific and if appropriate include type of record, names, dates of employment, and date record was generated. For student information, include date of birth and year graduated.


Number of copies Needed: \_\_\_\_\_

Mail information to: \_\_\_\_\_

Send Via Bus Mail to: \_\_\_\_\_

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Retrieval Processed By: \_\_\_\_\_ Date Retrieval Sent: \_\_\_\_\_

Fee Charged (.25 per page): \_\_\_\_\_ Roll #: \_\_\_\_\_

<b>FOR AGENCY USE ONLY:</b> _____	Approved
_____	Denied (check reason below)
	<input type="checkbox"/> Confidential Disclosure
	<input type="checkbox"/> Part of Investigatory Files
	<input type="checkbox"/> Unwarranted Invasion of Privacy
	<input type="checkbox"/> Record cannot be found
	<input type="checkbox"/> Record is not maintained by this Agency
	<input type="checkbox"/> Exempted by status other than the Freedom of Information Act
	<input type="checkbox"/> Other (Specify) _____

You have the right to appeal a denial of this application to the Board of Education

SIGNATURE OF RAO and DATE: \_\_\_\_\_



## **RESPONSIBILITY**

## **ACTION**

### ***Requestor***

1. Obtains "Application for Public Access to Genesee Valley Educational Partnership Records" from one of the following locations:
  - Career and Technical Center in Batavia  
Contact: Sue Mills
  - Career and Technical Center in Mt. Morris  
Contact: Sheila James
  - Records Management Office Le Roy Service Center  
Contact: Brenda Flint
2. Completes request form describing record(s) sought.
3. Submits request to Genesee Valley Educational Partnership clerk at one of the locations listed above or directly to the GVEP Records Access Officer at the Le Roy Service Center. Completed request forms may also be sent via e-mail to [bflint@gvboces.org](mailto:bflint@gvboces.org).

### ***BOCES Clerk***

4. Reviews application for complete and accurate information and forwards to Records Management Office at the Le Roy Service Center for review by the Records Access Officer.

### ***Records Access Officer***

5. Determines if record(s) specified on application is available for inspection and/or copying within five business days of receipt of request.
6. Forwards approved request to Records Management Office for retrieval.
7. Informs requestor of availability of record(s).
8. If available and approved, informs requestor as to where record(s) may be inspected or if record(s) will be copied and forwarded.
9. If copies are forwarded, collects any necessary fees from BOCES Clerk at one of the locations.
10. If request is denied, notes reason on request form, returns copy to requestor and informs requestor of his/her rights of appeal within 30 days.

### ***Requestor***

11. If not satisfied with response, submits written appeal within 30 days to the Board of Education.

### ***Superintendent/Designee***

12. Makes determination within five days to further deny or provide access to record(s) sought.
13. Submits to Committee of Public Access to Records a copy of appeal and final determination.

Contact Information for the Committee on Open Government is:  
New York State Committee on Open Government  
New York State Department of State  
One Commerce Plaza – 99 Washington Ave.  
Albany, NY 12231  
Website with e-mail link: <http://www.dos.ny.gov/coog/>



## **ACCESS TO PUBLIC RECORDS**

### ***APPLICATION AVAILABLE AT THESE LOCATIONS***

#### **GENERAL RECORDS:**

**Genesee Valley Educational Partnership  
Le Roy Services Center (Administration)  
80 Munson Street  
Le Roy, NY 14482  
*Contact: Gabrielle Hall***

**Genesee Valley Educational Partnership  
Batavia Career and Technical Center  
8250 State Street Road  
Batavia, NY 14020  
*Contact: Sue Mills***

**Genesee Valley Educational Partnership  
Records Management Office  
80 Munson Street  
Le Roy, NY 14482  
*Contact: Brenda Flint***

**Genesee Valley Educational Partnership  
Career and Technical Center  
27 Lackawanna Avenue  
Mount Morris, NY 14510  
*Contact: Sheila James***

#### **Notations:**

- Within five days the record may be made available, denied, or acknowledged with a statement as to when the record will be granted or denied.
- A \$0.25 fee per page per copy (or actual cost, if more) may be charged to distribute.

To Whom It May Concern:

Pursuant to the New York Freedom of Information Law, I hereby request the following records:

1. All communications between the Governor's Office and/or the State Education Department and/or Boards of Cooperative Educational Services (BOCES) regarding the distribution of COVID-19 rapid test kits and N-95 and KN-95 masks to schools, dated from January 1, 2023, to the present.
2. Records of all requests submitted by school districts and BOCES for COVID-19 rapid test kits and N-95 and KN-95 masks, dated from January 1, 2023, to the present.
3. Inventory records detailing the quantities of COVID-19 rapid test kits and N-95 and KN-95 masks that have been delivered to each BOCES for distribution to school districts, dated from January 1, 2023, to the present.
4. Any and all guidelines, memos, or advisories issued by the Governor's Office or the New York State Department of Health (DOH) regarding the distribution of COVID-19 rapid test kits and masks to schools, dated from January 1, 2023, to the present.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

Jackson Parker