



Burnt Hills-Ballston Lake Central Schools

PO Box 1389, Ballston Lake, NY 12019

Michael Nickson, Director of Human Resources
mnickson@bhbl.org

518-399-9141, ext. 85006
518-399-6937 (fax)

February 11, 2022

VIA ELECTRONIC MAIL

Re: Acknowledgement of Freedom of Information Law Request

Dear Mr. Parker,

I am writing to you in my capacity as the Records Access Officer of the Burnt Hills-Ballston Lake Central School District. I am in receipt of your request for records made pursuant to the Freedom of Information Law which is dated February 7, 2022 and which was received by my office on February 7, 2022. Please be advised that I am in the process of reviewing your requests for records. Given the nature of your requests, I will need an additional twenty business days to compile and review the records you have requested, to the extent that the Burnt Hills-Ballston Lake Central School District possesses such records. Therefore, I anticipate providing you with the Burnt Hills-Ballston Lake Central School District's formal response to your request no later than March 11, 2022.

If you have any questions, please contact my office at (518) 399-9141 extension 85006 or mnickson@bhbl.org

Sincerely,

A handwritten signature in black ink, appearing to be "Michael Nickson".

Records Access Officer
Burnt Hills-Ballston Lake CSD