



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 22, 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 two requests for records made pursuant to the Freedom of Information Law which are dated February 17, 2022 and which were received by my office on February 17, 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 22, 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