March 31, 2023

Jackson Parker

MuckRock

263 Huntington Ave

Boston, MA 02115

 **Re: Written Acknowledgement of Extention of FOIL Request**

Dear Mr. Parker,

As previously noted, the District received your FOIL request on March 6, 2023. In response, by letter dated March 7, 2023, the District stated that it anticipated providing you with a further response on or before April 4, 2023. Please note that additional time is needed to process your request.

 In determining a reasonable time for granting or denying a request, agencies, such as the District, shall “[1] consider the volume of a request, [2] the ease or difficulty in locating, retrieving or generating records, [3] the complexity of the request, [4] the need to review records to determine the extent to which they must be disclosed, [5] the number of requests received by the agency, [6] and similar factors that bear on an agency's ability to grant access to records promptly and within a reasonable time.” The following factors are applicable here: one, two, three, four, five, and six. Your request seeks voluminous records that must be derived from multiple sources. Furthermore, the records must then be reviewed to ensure an exception does not apply. This is in addition to the other tasks the District must undertake at this time of the school year and additional FOIL requests received by the District, including other requests submitted by you.

 As such, it is anticipated that the District will either grant or deny your request on or before May 4, 2023.

You have the right to appeal a denial of your request within thirty (30) days to the Superintendent of Schools of the Menands Union Free School District School District, 19 Wards Ln Menands, NY 12204, who must fully explain the reasons for such denial in writing within ten business days of receipt of an appeal. I will accept service on behalf of the Superintendent, which may be done by e-mail.

Sincerely,

Jeanne Mentiply

Jeanne Mentiply

Records Access Officer