

## **PUBLIC ACCESS TO RECORDS – FREEDOM OF INFORMATION (FOIL) REQUESTS**

Records maintained by the Pine Valley Central School District are available to the public through New York State's Freedom of Information Law (FOIL).

Interested parties can request records by completing an "Application for Public Access to Records" form and submitting to Debbie Hooker, Records Access Officer. The form should be as specific as possible regarding the records requested. There is a charge of \$.25 per page for records copying.

Please note that the district is not required to create documents under FOIL. FOIL covers existing documents maintained by the district, not requests for research or compilation/analysis of data that the district has not performed.