Empire State College
State University of New York

Date received	
Date acknowledged	

Application for Public Access to Records

The Freedom of Information Law affirms your right to records reflective of how government operates (decisions and policies) that affect the lives of every New Yorker.

To request information from the records of the State University of New York at Empire State College, please complete this document.

Documents to be reviewed on site Yes No
Documents to be copied Yes No There is a charge of \$.25 cents per copy payable before release of documents.
c and thorough as possible in providing signations or any other details that will help to
Date of application

Please complete this form and return it to: Records Access Officer, Empire State College, 2 Union Avenue, Saratoga Springs, NY 12866 or email it to Foil.Request@esc.edu.

For use by agency Freedom of Inf	ormation officer only		
Records not possessed or m	naintained by Empire S	tate College.	
Records cannot be found af	ter a diligent search.		
Records requested were no	t adequately defined.		
Records contain trade secre	ets.		
Receipt of this request is ac	knowledged. You will	receive a response as q	uickly as possible.
Note: The Public Officer's Law rec within five business days. There is documents.	. —		•
Signature	Title		Date
Date records made available:			
Costs, if any:			
Check received:			
Other Comments:			