



**Monroe
Community
College**
STATE UNIVERSITY
OF NEW YORK

Application for Access to Records

Monroe Community College • 1000 E. Henrietta Road • Rochester, New York 14623

I hereby apply to inspect obtain a copy of the following records:*

please be specific

please print name

signature

representing (if applicable)

date

street address

telephone

city/state/zip

email

Approved

For College Use Only

Record qualifies for release under Freedom of Information Law (NYSFOIL) or Solomon Amendment (military recruiters only)

Approved , with Redactions

Justification(s) For Redactions:

Denied

Reasons for Denial:

- Record not maintained by MCC
- After diligent search, record not found
- Exempted from disclosure by statute: _____
- Unwarranted invasion of personal privacy
- Release would impair contract awards or collective bargaining negotiations
- Are intra- or inter-agency materials
- Other _____

MCC Records Access Officer

Date

* A \$0.25 per page fee may apply. See [website](#) for details. Checks should be made payable to Monroe Community College.

NOTICE: You have a right to appeal denial of withheld documents or information. Appeals must be in writing and received within 30 days of denial.

Please see www.monroecc.edu/depts/foil for complete guidance on obtaining documents from MCC under NYSFOIL.