

For use by agency Freedom of Information officer only

_____ Records not possessed or maintained by Empire State College.

_____ Records cannot be found after a diligent search.

_____ Records requested were not adequately defined.

_____ Records contain trade secrets.

_____ Receipt of this request is acknowledged. You will receive a response as quickly as possible.

Note: The Public Officer's Law requires that a governmental agency respond to this written request within five business days. There is no specific time limit, however, as to the time to produce the documents.

Signature

Title

Date

Date records made available: _____

Costs, if any: _____

Check received: _____

Other Comments: