

Records Access Officer
NYS Education Department
89 Washington Avenue
Room 121 EB
Albany, NY 12234

September 11, 2012

Re: Freedom of Information Law Request for Records

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request on behalf of Division 194 of the Public Employees Federation (PEF) a copy of all records pertaining to, or containing information regarding, the topics discussed by the New York State Board of Regents at both of their "retreats" convened on July 18-19, 2011 and July 16-17, 2012.

I understand there is a fee of \$.25 per page for duplication of the records requested. Consequently, I request an opportunity to inspect any and all records compiled in response to this request prior to the production of any copies.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Kevin Kroencke, Council Leader

Division 194, PEF
c/o Room 1072
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Albany, NY 12234
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518.474.1708