



Office of Legal Affairs

Freedom of Information Law (FOIL) Request Form

Date: _____

To Records Access Officer: Alla Brodsky, College Deputy General Counsel
Suffolk County Community College
533 College Road – NFL 230
Selden, NY 11784-2899

I hereby request access to the following records: (Please describe the records in specific detail to help locate the records requested.)

I wish to (select one): inspect obtain a copy of the requested records.*

Requestor Information:

Please print name: _____

Representing (if applicable): _____

Mailing Address: _____

Email address: _____ Telephone: _____

* An administrative fee of \$0.25 per page for copies or a fee based on the actual cost of reproduction may apply. Please see the Office of Legal Affairs FOIL [webpage](#) for more detail.

Notice: You have a right to appeal a denial of access to records. Appeals must be in writing and received within thirty (30) days of denial. Appeals should be directed to: Ashley Pope, College General Counsel, 533 College Road – NFL 230, Selden, NY 11784.