



## Oyster Bay - East Norwich Central School District

1 McCouns Lane, Oyster Bay, New York 11771

(516) 624-6500 · Fax (516) 624-6520

**Maureen Raynor**  
**Records Access Officer**

### FOIL REQUESTS FOR ACCESS TO RECORDS CONTAINING A LIST OF NAMES AND ADDRESSES

In accordance with the Freedom of Information Law (“FOIL”), records may be withheld when disclosure would constitute an unwarranted invasion of personal privacy. FOIL defines an “unwarranted invasion of personal privacy” as, among other things, the “sale or release of lists of names and addresses if such lists would be used for solicitation or fund-raising purposes.” *Public Officers Law §89 (2)(b)(iii)*. As a result, when a school district learns that a record is being sought for solicitation or fund-raising purposes, the records may be withheld. In addition, whenever a list of names and addresses is requested, a school district may require the applicant for such a list to provide a written certification that the list will not be used or made available to any other person for the purpose of engaging in solicitation or fund-raising. *Id.*, § 89(3)(a).

Because the records you have requested include a list of names and addresses, disclosure may constitute an unwarranted invasion of personal privacy pursuant to FOIL. If you maintain that such records are not sought for solicitation or fund-raising purposes, as a condition precedent to disclosure, please complete and sign the following statement and then return it to the District.

### WRITTEN CERTIFICATION BY PARTY REQUESTING ACCESS TO RECORDS CONTAINING A LIST OF NAMES AND ADDRESSES:

I hereby certify that my record(s) containing a list of names and addresses which I have requested from Oyster Bay-East Norwich Central School District will not be used for Solicitation or fund-raising purposes.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print First and Last Name)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(Telephone Number)

**OBEN**

*Empowering ALL Students to Achieve Excellence*