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## Workshop: Freedom of Information Law CLE Credit - Template # 1

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*American Association of University Professors*

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## **Template #1**

January 20, 2012

Sherry Nightingale  
Director of the Freedom of Information Office  
22 Main Street  
Every University  
Centralville, New York 12345

Dear Ms. Nightingale,

Pursuant to New York State Freedom of Information Law (FOIA), NY Pub. Off. Law Art. 6, §84 -90, I hereby request a copy of any and all records, in whatever form, regarding the following subject matter and created by, or submitted to, or filed with the University from January 1, 2010 to the present date:

- *Public health, safety and sanitation* of the Goldman Scientific Center on the University campus, including, but not limited to, documents referring to interior and exterior inspections of the building and its laboratories, health complaints, accident reports and public safety calls.

Relevant types of records include, but are not limited to, reports, work orders, complaints, studies, assessments or bids in whatever form regardless of formal names or titles. This request includes documents produced, created or received by students, faculty and staff. This is not a request for medical or academic files.

Please notify immediately if the cost of producing these materials is estimated to exceed \$150.00. Please respond to Every-AAUP Chapter Office, 123 East Central Avenue, Centralville, NY 12345.

Sincerely,

Joe Smith  
President  
Every-AAUP

## **Template #2**

January 20, 2012

Sherry Nightingale  
Director of the Freedom of Information Office  
22 Main Street  
Every University  
Centralville, New York 12345

Dear Ms. Nightingale,

Pursuant to New York State Freedom of Information Law (FOIA), NY Pub. Off. Law Art. 6, §84 -90, I hereby request a copy of any and all records, in whatever form, regarding the following subject matter:

- Electronic communications from June 2009 to the present that were sent to or from any of the following individual:
  - One or more of the Regent of the University
  - University President Trudy Ido
  - General Counsel Dan Ahead

And containing one of more of the following terms:

Restructuring  
Constriction  
Consolidation  
Financial Exigency  
Program Discontinuance  
Layoff  
Termination

Please direct the University's prompt response and any questions to my attention at the Every-AAUP Chapter Office, 123 East Central Avenue, Centralville, NY 12345.

Sincerely,

Joe Smith  
President  
Every-AAUP

## **Template #3**

January 20, 2012

Sherry Nightingale  
Director of the Freedom of Information Office  
22 Main Street  
Every University  
Centralville, New York 12345

Dear Ms. Nightingale,

Pursuant to New York State Freedom of Information Law (FOIA), NY Pub. Off. Law Art. 6, §84 -90, I hereby request a list of all full-time and part-time faculty in the College of Fine Arts. This list should include the following information:

Name  
Title  
Full-time/Part-time designation  
Tenure, tenure track or non-tenure track designation  
Email address

Please direct the University's prompt response and any questions to my attention at the Every-AAUP Chapter Office, 123 East Central Avenue, Centralville, NY 12345.

Sincerely,

Joe Smith  
President  
Every-AAUP