

Date of Request: _____

Name of Requester (Please Print):

Requested Record(s):

I represent: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Signature of Requester: _____

Requests can be submitted via:

- Email: FOIL@binghamton.edu
- Mail or delivered in person to: Binghamton University Records Access Office – Risk Management & Administrative Compliance, Couper Administration Building, PO Box 6000 Binghamton, NY 13902

For questions, email FOIL@binghamton.edu

Appeal Notice:

Please be advised that all appeals must be submitted in writing within 30 days upon receipt of the response from our agency. Appeals must be addressed to:

FOIL Appeals Office
c/o Office of General Counsel
The State University of New York
H. Carl McCall SUNY Building – 353 Broadway
Albany, NY 12246
518-445-4040