Instructions for Completing the Affidavit of Purpose

- The Rochester Joint Schools Construction Board (the “Board”) takes personal privacy very seriously. Accordingly, if your Freedom of Information Law request includes either:
  
  (i) list(s) of names and addresses of a natural person; or
  
  (ii) record(s) containing names and addresses of a natural person,

then a signed and notarized Affidavit of Purpose must be received by the Board before your request can be granted.

**However, if your FOIL request does not involve either (i) or (ii), then completion of the Affidavit of Purpose is not required.**

- Please submit the signed and notarized Affidavit of Purpose to the Board either by:
  
  **Email:** afleischer@savinengineers.com

  **Mail:** Records Access Officer  
  Rochester Joint Schools Construction Board  
  70 Carlson Road, Suite 200  
  Rochester, NY 14610

  Thank you for your courtesy.