



**Records Access Officer**  
291 Administration Building  
Stony Brook, NY 11794-1308

FAX: 631.632.2981

August 11, 2017

Daniel Sherwood  
[41266-09815015@requests.muckrock.com](mailto:41266-09815015@requests.muckrock.com)

**Re: Freedom of Information Request – Mercer Family Foundation Records (20170804DS)**

Dear Mr. Sherwood:

This letter acknowledges our receipt on August 4, 2017 of your correspondence seeking, pursuant to the NYS Freedom of Information Law, certain records regarding the above-referenced subject.

The University is reviewing your request and will respond no later than 20 business days from the date of this acknowledgement. We will notify you of any applicable copying and postage fees. Accessible records will be mailed to you promptly upon receipt of the invoiced fee. Under the Freedom of Information Law, that fee is 25 cents per page copied for documents up to 9" x 14" in size. If there are records that we determine are not accessible under provisions of the Law, we will inform you and provide you with information on the process of appealing that determination.

Sincerely,

A handwritten signature in cursive script that reads "Douglas Panico".

Douglas Panico  
Records Access Officer