



FREEDOM OF INFORMATION LAW REQUEST

New York Freedom of Information Law, Article 6 of the Public Officers Law

All requests must be made in writing

REQUESTOR INFORMATION (Required)

Name:		Date:		
Mailing Address:		City	State	Zip
Party You Represent:				
Your Firm/Organization Name:	Telephone:	Email:		

Identify or describe the government record sought with sufficient specificity to enable us to ascertain and locate the record. Please include all known or applicable information.

RECORD INFORMATION

Type of Record Sought:	
Address of Subject Property	Section/Block/Lot
Other Descriptive Information of Record Sought:	

There is a fee of \$0.25 per page (up to 8.5" x 14") for duplication of the records requested.

Within five (5) business days, this office will respond to your request for records with a written acknowledgement of receipt and a statement of the approximate date when such request will be granted or denied. Any person denied access to records may appeal to the Board of Trustees within thirty days of a denial

DO NOT WRITE BELOW LINE

Records provided:		
Fee paid	Reviewed by	Date: