

TO RECORDS ACCESS OFFICER:

UNDER THE PROVISIONS OF THE NEW YORK STATE FREEDOM OF
INFORMATION LAW, ARTICLE 6 OF THE PUBLIC OFFICER'S LAW, I HEREBY
REQUEST RECORDS OR PORTIONS THEREOF PERTAINING TO:

IF THERE ARE ANY FEES FOR COPYING THE RECORDS REQUESTED, PLEASE
SUPPLY THE RECORDS WITHOUT INFORMING ME IF THE FEES ARE NOT IN
EXCESS OF \$ _____. (COPIES WILL BE \$.25 PER PAGE.)

AS YOU KNOW, THE FREEDOM OF INFORMATION LAW REQUIRES THAT AN
AGENCY RESPOND TO A REQUEST WITHIN FIVE BUSINESS DAYS OF
RECEIPT OF A REQUEST.

NAME (print) _____

Address _____

Telephone # _____

SIGNED _____

DATE _____

IF FOR ANY REASON THIS REQUEST IS DENIED, YOU WILL BE INFORMED
OF THE REASON(S) FOR THE DENIAL IN WRITING.