

“Freedom of Information: Request Letter”

Town of Ellicott
215 S. Work St.
Falconer, NY 14733

Dear Records Management Officer:

Under the provisions of the New York Freedom of Information Law (FOIL), Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

(attempt to identify the records in which you are interested as clearly as possible on the attached Request Form).

I am aware that the Town charges 25 cents (\$0.25) per copy. Please inform me of the total cost before any copies are made (or supply the records without informing me if the fees are not in excess of \$ _____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) business days of receiving the request. Therefore, I would appreciate a response within that timeframe.

Sincerely,

(Written Signature)

(Printed Name)

(Address)

City State Zip Code

REQUEST FOR COPY OF RECORDS IN THE TOWN OF ELLICOTT

To: Records Management Officer
Town of Ellicott Town Clerk
215 S Work St, Falconer NY 14733

Description of record requested (please print):

.....
FOR AGENCY USE ONLY

APPROVED _____

Signature

RECORDS OFFICER Date: _____

Records Received by _____ Date: _____
Signature

.....
DENIED _____

Reason Denied _____

Signature

Records Officer Date: _____

.....
NOTICE: you have a right to appeal a denial of this application to the head of the agency who must explain his reasons for such denial in writing, within ten days of receipt of an appeal.

Name

Mailing Address

I HEARBY APPEAL ON THE FOLLOWING GROUNDS: