



TOWN OF CORTLANDVILLE
KRISTIN E. ROCCO-PETRELLA, RMC
TOWN CLERK/RECORDS ACCESS OFFICER
3577 TERRACE ROAD
CORTLAND, NEW YORK 13045
(607) 756-5725 FAX (607) 756-4659

FREEDOM OF INFORMATION REQUEST

NAME OF APPLICANT/AGENCY

DATE

ADDRESS

EMAIL

CITY

STATE

ZIP

() -
PHONE NUMBER

I HEREBY REQUEST TO INSPECT AND/OR PURCHASE A COPY OF THE FOLLOWING RECORDS:

*COPIES OF THE ABOVE DOCUMENTS ARE REQUESTED IN THE FOLLOWING FORMAT:

PHOTOCOPY CD AUDIO TAPE EMAIL OTHER _____

*THE FEES FOR RECORDS SUPPLIED ARE BASED ON THE STORAGE MEDIUM USED, AS WELL AS THE HOURLY SALARY OF THE LOWEST PAID EMPLOYEE.

SIGNATURE

REPRESENTING

THE FEE FOR REQUESTED COPIES OF RECORDS IS \$0.25 PER PAGE (paper up to 9"x14")

NUMBER OF PHOTOCOPIES REQUESTED: _____ TOTAL FEE: _____

FOR AGENCY USE ONLY

APPROVED _____

DENIED (For the reason(s) checked below):

- _____ Confidential disclosure
- _____ Part of investigatory files
- _____ Unwarranted invasion of personal privacy
- _____ Record of which this agency is legal custodian cannot be found
- _____ Record is not maintained by this agency
- _____ Exempted by statute other than the Freedom of Information Act
- _____ Other (specify) _____

Signature of Clerk

Title

Date

Note: A denial of access must be in writing, stating the reason for the denial and advising you of your right to appeal to the head or governing body of the agency or the person designated to hear appeals by the head of the agency. You may appeal within 30 days of a denial.

HOW TO APPEAL A DENIAL OF ACCESS TO RECORDS

You have the right to appeal a denial of this application to the Supervisor of the Town of Cortlandville within 30 days of the denial by the Records Access Officer. Upon receipt of the appeal, the Supervisor has 10 business days to fully explain in writing the reasons for further denial of access or to provide access to the records. Copies of all appeals and the determinations thereon must be sent by the Town of Cortlandville to the Committee on Open Government, Department of State (section 89(4)(a)).

A sample letter for the appeal of a denial may be obtained from the Town Clerk's Office upon request. Visit the Department of State's website at www.dos.state.ny.us/coog for more information.