



PO Box 447 ❖ 8 E. Main Street ❖ Fonda NY 12068
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Records Access Officer
Village of Fonda
PO Box 447 8 E Main Street
Fonda, NY 12068

REQUEST FOR ACCESS TO PUBLIC RECORDS
(Please make your request as clear as possible in order to fulfill our obligation.)

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law,
I hereby make application to inspect the following record(s) _____

If there are any fees for copying the records requested,

_____ please inform me before filling the request

_____ please supply the records without informing me if the fees are not in excess of \$ _____

_____ requested by (please print)

_____ Signature

_____ mailing address

_____ Date

"Each entity subject to the provisions of this article within 5 business days of the receipt of a written request for a record reasonably described shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgement of the receipt of such request and a statement of the approximate date when such request will be granted or denied."

NOTICE: You have the right to appeal a denial of this application to the Attorney for the Village within 30 days of receipt of denial.

Approved

Denied (reasons checked below)

- Confidential disclosure
- Part of Investigatory files
- Unwarranted Invasion of Personal Privacy
- Record Which This Agency is Legal Custodian Cannot be Found
- Record is not Maintained by this Agency
- Exempted by Statue other than Freedom of Information Act
- Other (specify) _____

_____ Signature

_____ Date

I hereby appeal the denial received on this date: _____