



Town of North Collins
FREEDOM OF INFORMATION LAW
Record Request Form

Under the provisions of the New York FREEDOM OF INFORMATION LAW, Article 6 of the Public Officers Law,
I hereby request the records or portions thereof that I have reasonably described in Part B of this form.

PART A – APPLICANT INFORMATION

1. Name of Applicant: _____
2. Company Name: _____
3. Address: _____ State: _____ Zip Code: _____
4. Type of Business: _____
5. Telephone Number: _____ Email: _____

PART B – INFORMATION REQUESTED

Please reasonably describe the record(s) that you are requesting. Include as much detail as possible.
Please note that the record(s) you are requesting may not exist.

PART C – METHODS OF REVIEW

- ☐ **I would like an appointment to review the record(s) I am requesting.** If I desire copies, I understand that I will be charged a fee of \$0.25 per page, in accordance with Public Officers Law §87.
(Copies may not be immediately available.)
- ☐ **I would like the requested documents mailed to me.** I understand that I will be charged a fee of \$0.25 per page, in accordance with Public Officers Law §87, which must be paid prior to the mailing of records.
- ☐ **I would like the requested records provided via email.** I understand that I may be charged a fee of \$0.25 per page if records must be reproduced, redacted, etc.

PART D – SIGNATURE FOR SUBMISSION

I hereby affirm that the information I have provided on this form is correct.

Signature: _____ Print Name: _____ Date: _____

PART E – DISPOSITION OF REQUEST – FOR OFFICIAL USE ONLY

- ☐ **APPROVED:** Number of Copies _____ Fee Total _____ Date: _____
- ☐ **DENIED:** Reason for Denial _____
- ☐ **INFORMATION REDACTED:** _____
- ☐ **UNAVAILABLE:** Reason _____

PART F – APPEAL: You have the right to appeal a denial of this application in writing within 30 days of denial.