

OFFICE OF THE TOWN CLERK
130 Ovid Street
Seneca Falls, NY 13148
Phone (315) 568-8013

Application to Records Access Officer
to view Public Records under
Freedom of Information Law

FOIL REQUEST

- Records are available during regular business hours: Monday - Friday from 9:00 AM – 5:00 PM
- According to New York State Law, this Agency has five (5) working days to respond to this records request.

TO: Records Access Officer, Town of Seneca Falls

I HEREBY REQUEST THE FOLLOWING INFORMATION *(Please Print):*

Indicate if copies are requested.....Yes _____ No _____

Number of Copies requested..... _____

****Black & White photocopies are available at a cost of \$.25 cents Per Page****

Full Name: _____
Print *Signature*

Mailing Address: _____

Phone Number: _____

Date Requested: ____/____/____ Time Requested: _____ AM / PM

FOR AGENCY USE ONLY

Date Received: ____/____/____

Approved: _____ Denied: _____

Reason for Denial: _____

Number of Pages Copied: _____ (Up to 8 ^{1/4} by 14 inches)

Total Fee (\$.25cents per page): \$ _____

NOTICE: You have a right to appeal a denial of this application to the head of this agency

Nicaletta J. Greer
Seneca Falls Town Clerk
130 Ovid Street
Seneca Falls, NY 13148

Who must fully explain in writing within seven (7) days in receipt of the appeal.

I HEREBY APPEAL: _____ / _____ / _____
Signature *Date*
