

REQUEST FOR VILLAGE RECORDS INFORMATION

Name of person requesting information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Information Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please check options that apply:

□ I am applying to inspect record(s)

□ I am requesting copies: legal/letter sized paper. $.25 per copy

□ I am requesting reproduction of larger records/other media and understand that additional charges will apply (outside vendor fees, transportation/mileage fees).

Approved

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photocopies: Number of pages \_\_\_\_\_\_\_\_ Charge $ \_\_\_\_\_\_\_\_\_\_\_\_Paid Ck \_\_\_\_

Cash \_\_\_\_\_\_ Receipt #\_\_\_\_\_\_\_\_\_\_

Denied (for reason(s) checked below)

* Exempt by statute other than Freedom of Information.
* Unwarranted invasion of privacy
* Would impair contract awards/collective bargaining agreement.
* Trade secrets; confidential commercial information
* Law enforcement records
* Would endanger the life of safety of any person.
* Inter-Agency or intra-agency materials
* Record is not maintained by this agency.
* Legal custodian of record cannot be found.
* Other (specify)

Any person denied access to records may appeal the denial within 30 days of the denial: Such appeals should be addressed to the Village Board of Trustees, 2 Elting Court, Ellenville, New York 12428