

**FREEDOM OF INFORMATION LAW REQUEST**

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records of portions thereof pertaining to:

(Attempt to identify the records in which you are interested in as clearly as possible):

If there are any fees for copying the records requested please inform me before filling the request (or.....Please supply the records without informing me if fees are not in excess of \$\_\_\_\_\_).

The Freedom of Information Law requires that an agency respond to a request within five (5) business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If for any reason any portion of my request is denied, please inform me of the reason for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE #: \_\_\_\_\_

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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

Exempted by Statute Order Other Than the Freedom Information Act

Other (specify) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE