



**TOWN OF CORTLANDVILLE**  
**KAREN Q. SNYDER, RMC**  
**TOWN CLERK/RECORDS ACCESS OFFICER**  
**3577 TERRACE ROAD**  
**CORTLAND, NEW YORK 13045**  
**(607) 756-5725 FAX (607) 756-4659**

**FREEDOM OF INFORMATION REQUEST**

\_\_\_\_\_  
 NAME OF APPLICANT/AGENCY

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 EMAIL

\_\_\_\_\_  
 CITY STATE ZIP

( ) -  
 PHONE NUMBER

I HEREBY REQUEST TO INSPECT AND/OR PURCHASE A COPY OF THE FOLLOWING RECORDS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*COPIES OF THE ABOVE DOCUMENTS ARE REQUESTED IN THE FOLLOWING FORMAT:

[ ] PHOTOCOPY [ ] CD [ ] AUDIO TAPE [ ] EMAIL [ ] OTHER \_\_\_\_\_

\*THE FEES FOR RECORDS SUPPLIED ARE BASED ON THE STORAGE MEDIUM USED, AS WELL AS THE HOURLY SALARY OF THE LOWEST PAID EMPLOYEE.

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 REPRESENTING

THE FEE FOR REQUESTED COPIES OF RECORDS IS \$0.25 PER PAGE (paper up to 9"x14")

NUMBER OF PHOTOCOPIES REQUESTED: \_\_\_\_\_ TOTAL FEE: \_\_\_\_\_

**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
- \_\_\_\_\_ Record is not maintained by this agency
- \_\_\_\_\_ Exempted by statute other than the Freedom of Information Act
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Clerk*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**Note:** A denial of access must be in writing, stating the reason for the denial and advising you of your right to appeal to the head or governing body of the agency or the person designated to hear appeals by the head of the agency. You may appeal within 30 days of a denial.

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**HOW TO APPEAL A DENIAL OF ACCESS TO RECORDS**

You have the right to appeal a denial of this application to the Supervisor of the Town of Cortlandville within 30 days of the denial by the Records Access Officer. Upon receipt of the appeal, the Supervisor has 10 business days to fully explain in writing the reasons for further denial of access or to provide access to the records. Copies of all appeals and the determinations thereon must be sent by the Town of Cortlandville to the Committee on Open Government, Department of State (section 89(4)(a)).

A sample letter for the appeal of a denial may be obtained from the Town Clerk's Office upon request. Visit the Department of State's website at [www.dos.state.ny.us/coog](http://www.dos.state.ny.us/coog) for more information.