

**REQUEST FOR PUBLIC RECORDS UNDER THE NEW YORK STATE
FREEDOM OF INFORMATION LAW
(ARTICLE VI OF THE N.Y.S. PUBLIC OFFICERS LAW)**

(PLEASE PRINT)

Village Board or Agency: _____

Description of Records - List Requested Information (Minutes, Agenda, File) and date(s) of the same:

Date Requested: _____

Information Requested by:
(Give name of Individual or Agency Representative Making Request)

Name: _____

Phone No: _____

Address: _____

Signature: _____

Date Information Received or Reviewed: _____

NOTE: THERE WILL BE AN OFFICIAL CHARGE OF 25 CENT PER PAGE COPIED. FIVE (5) BUSINESS DAYS AFTER RECEIPT SHOULD BE ALLOWED FOR A RESPONSE. ALL MONIES MUST BE PAID BE IN ADVANCE OF RECEIVING COPIES OF RECORDS. A REQUEST WILL BE ISSUED FOR THE SAME.