

FREEDOM OF INFORMATION LAW

REQUEST FORM

Debra J. Denz, Records Access Officer
Town of Victor
85 East Main Street
Victor, New York 14564-1397

Date: _____

Dear Records Access Officer:

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

Identify as specifically as possible the records you are requesting.

We will respond to your request within five (5) business days from the time we receive the request. If we must deny any request, you will receive written notification.

By law, copies of standard-size documents can cost no more than twenty-five cents (\$.25) per page. The Town of Victor, like most agencies, charges for all documents copied.

The following rate was established at the March 12, 2001 Town Board Meeting of the Town of Victor by Resolution #123.

- The cost of all documents copied for Freedom of Information Requests will be twenty-five cents (\$.25) per page.

You may inspect documents first and then ask for copies only of the ones you actually want.

Requests must be as specific as possible and will be directed to existing records.

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

Sincerely,

Signature: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

ADDRESS QUESTIONS AND/OR COMPLETED FORM TO TOWN CLERK'S OFFICE
Town of Victor - 85 East Main Street, Victor, NY 14564 – Revised 4/1/2007

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GENERAL INFORMATION

- If your request is denied, you may appeal in writing within thirty (30) days to our agency's appeals officer. Address appeals to:

Victor Town Board
85 East Main Street
Victor, New York 14564-1397

FOR OFFICE USE ONLY - TO BE COMPLETED BY TOWN PERSONNEL.

The following departments have examined all foible (see exceptions below) records - electronic, paper, microfilm and tape recordings - residing with and/or under the control of their personnel and hereby state by signing below that any and all such records pertaining to the above request have been included in their response.

Assessment _____
 Building _____
 Development _____
 Planning _____
 Supervisor _____

Town Clerk _____
 Zoning _____

GROUND FOR DENIAL OF REQUEST

- Records specifically exempted by state or federal law.
- Inter-agency or intra-agency documents - with the exception of final agency policy, instructions to staff that affect the public, statistical or factual tabulations or data or external audits.
- Certain law enforcement records, but not original police reports - although some information, including the names of suspects, may be deleted.
- Records that would result in an "unwarranted invasion of personal privacy."
- Records that would impair pending contract awards or endanger collective bargaining negotiations.
- Trade secrets.
- Records which, if disclosed, would endanger anyone.
- Civil service examination questions and answers prior to the administration of the test.
- Computer access codes.

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