

TOWN OF WILLIAMSON
FREEDOM OF INFORMATION
REQUEST FORM

Marlene A. Gulick, Records Access Officer
Town of Williamson
6380 Route 21
Williamson, NY 14589

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 pertaining to:

Identify above the records you are interested in as clearly as possible.

I understand that there is, and am willing to pay, a \$.25 charge per page of copied 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 _____

Printed Name _____

Address _____

City/Town/State/Zip _____

Telephone Number _____

FREEDOM OF INFORMATION LAW

GENERAL INFORMATION

- By law, copies of standard size documents can cost no more than .25 cents per page.
- You may inspect documents first and then ask for copies only of the ones you really want.
- We will respond to your request within five business days from the time we receive it. If we must deny your request, you will receive written notification.
- If your request is denied, you may appeal in writing within 30 days to our agency's appeals officer. Mail the appeal to:

Williamson Town Board
6380 Route 21
Williamson, NY 14589

GROUND FOR DENIAL OF REQUEST

- Inter-agency or intra-agency documents, except "final agency policy", "instructions to staff that affect the public", and "statistical or factual tabulations or data".
- Certain law enforcement records
- 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 the life or safety of any person.
- Examination questions or answers requested prior to final administration of such questions.
- Computer access codes.
- Records specifically exempted by State or Federal law.

*If you have any questions, please address them to the Town Clerk's Office
(315)589-8100 Ext. 3*