

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

OTTO TOWN CLERK
Records Management Officer
8842 OTTO - EAST OTTO ROAD
CATTARAUGUS, NEW YORK 14719

For Agency use only
Record #
Received
Replied

I hereby make application to access the following record(s):

Three horizontal lines for listing records.

I hereby request to inspect the record at the office.

I hereby request a copy of the record, for which I agree to pay \$0.25 per page and the cost of postage.

Name
Representing
Mailing Address
Phone
Signature Date

To: Applicant - your request is hereby:

APPROVED Total Charge: \$

Please make checks payable to the Otto Town Clerk and remit payment to the address listed above.

DENIED for the reason checked below:

- Release of information would constitute an unwarranted invasion of personal privacy
Records requested cannot reasonably be located based on description
Record of which this agency is legal custodian cannot be found
Record is not maintained by this agency
Record is exempted by a law other than FOIL
Other

RECORDS MANAGEMENT OFFICER DATE

Any person denied access to records may appeal the denial in writing within 30 days. If you wish to appeal please submit your appeal to the Appeals Officer at the above listed address.

I hereby appeal:

Signature Date