

Village of Liberty
Application for Access to Public Records

Instructions:

Please print all information and return form to:
Records Access Officer
Village of Liberty
167 North Main Street
Liberty, NY 12754

For Village Use Only:

Date received: _____
Received by: _____
Copy to: _____
Response due by: _____

I hereby apply to inspect the following records:

***Please note that all copies are .25¢ per page**

Name: _____	Daytime Phone Number: _____
Street Address: _____	Representing: _____
City, State, Zip: _____	Signature: _____

Please be aware that New York State Freedom of Information Law allows a municipality up to five (5) days to respond to a request for records. Some responses, due to their volume or depth of research, will take longer than the five days of allotted time.

Information below this line is to be completed by Village of Liberty Personnel

Records Access Officer Signature: _____ Date: _____

Return this form with the requested information or denial information to the Village Clerk by date shown above. (See response due by)

Request Approved

Request Denied

- _____ Confidential disclosure
- _____ Exempted by statute other than FOIL
- _____ Record of which this agency is legal custodian cannot be found
- _____ Record sealed or pending investigation
- _____ Record is not maintained by the Village
- _____ Unwarranted invasion of personal privacy
- Other: _____

Signature: _____ Title: _____ Date: _____

Notice: You have the right to appeal a denial of this application by returning this form within 30 days to the Office of the Mayor at 167 North Main Street Liberty, NY 12754. You must be provided with a response to your appeal within seven (7) working days.