

**Records Access Officer
Village of Millerton
5933 N. Elm Avenue
Millerton, NY 12546**

Date:

RE: Freedom of Information Law Request

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 the following (attempt to identify the records in which you are interested as clearly as possible):

If there are any fees for copying the records requested, please inform me before filling the request (or, please supply the records without informing me if the fees are not in excess of \$_____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

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: _____
Name: _____
Address: _____
City, State, ZIP: _____
Telephone: _____

FOR AGENCY USE ONLY. DO NOT WRITE BELOW THIS LINE.

Approved Date: _____

Denied Date: _____ (reason(s) checked below)

- _____ Intra- or interagency materials
- _____ Unwarranted invasion of privacy
- _____ Record of which this agency is legal custodian cannot be located after diligent search
- _____ Exempted by statute other than the Freedom of Information Act
- _____ Request has been referred to department which has custody of document(s) or control of original record
- _____ Investigatory material
- _____ Other (specify) _____