

**TOWN OF SODUS
FREEDOM OF INFORMATION LAW APPLICATION**

14-16 Mill St. Sodus, NY 14551 | 315-483-6934 | Fax 315-483-4038 | sodusny.gov

Applications to obtain public access to records can be mailed, faxed, or emailed to the Records Access Officer at the above address.

Date of request: _____

If request pertains to property, please complete the following:

Residential Commercial

Address of Request: _____

Please specify the records you are requesting:

- Within five (5) business days of the request: the record(s) will be available; OR written acknowledgment of the request and a statement of the approximate date the requested information will be available or denied; OR an explanation of denial in writing.
- Records may be emailed upon request. If the requested records cannot be emailed, notification will be sent as to the options available for obtaining the records.
- There is a \$.25 copying charge for standard copies made. Additional charges apply for large documents (actual cost of reproduction), tapes, CDs, or photographs.
- Records may be inspected, picked up in person, or mailed to applicant. If mailed, postage will be charged.

Applicant Name: _____

Signature: _____

Mailing Address: _____

Representative: (if applicable) _____

Email Address: _____

Phone Number: _____

OFFICE USE

APPROVED

DENIED, FOR REASON(S) CHECKED BELOW

- Confidential Disclosure Part of Investigatory Files Record of which this Agency is Legal Custodian cannot be located
 Record not maintained by the Agency Unwarranted Invasion of Personal Privacy Exempted by Statute other than FOIL

Other: _____

Records Access Officer: _____ Date: _____

Task time: _____ Cost: _____