FOIL REQUEST / TITLE SEARCH

Records Access Officer
Town of Sand Lake
PO Box 273
Sand Lake, NY 12153

Re: Freedom of Information Law Request

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 (or containing) the following:

_____

_____

_____

[Attempt to identify the records in which you are interested as clearly as possible.]

If my request appears to be extensive or fails to reasonably describe the records or if the fees will exceed $ _____ please contact me: { } by email or { } by phone.

I understand that there is a fee of $.25 per page for duplication of records up to nine inches by fourteen inches and that any other records will be charged at the actual cost. If duplication of records requires over one hour of staff time, a fee of $17.86 will be charged for each hour. I also understand that I must be notified if more than one hour of an employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

TITLE SEARCH FEE: Flat charge of $100

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 *(Print)*: _____
Address: _____
Phone: _____ Date: _____
Email Address: _____

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

Date provided: _____ Time:_____ Copies _____ Total Cost $_____

Signature of FOIL Officer_____

(ed 01/13/2025)