

Village Clerk
53 South Main St.
Homer, NY 13077

FREEDOM OF INFORMATION LAW REQUEST

Date: _____

Village Clerk,

Under the provisions of the New York State Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof, pertaining to

(Attempt to identify the records in which you are interested as clearly as possible)

I understand the fees for copying the records requested are 25 cents per page and will make payment in the sufficient amount.

The Freedom of Information Law requires that an agency respond to a request within five business days of receipt of this request.

If there is 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 _____

(Please Print)

Address _____

City

State

Zip Code