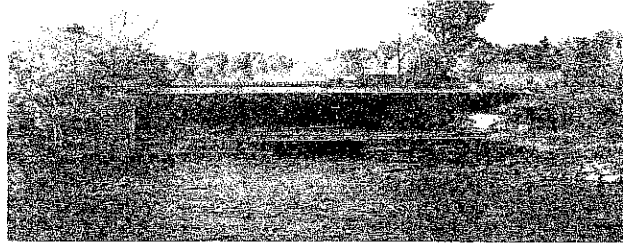


Board of Trustees  
Village of Black River, New York



REQUEST FOR RECORDS FORM  
(Under Freedom of Information Law)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
HOW YOU WOULD LIKE INFO PROVIDED:  
Email \_\_\_ Fax \_\_\_ Hardcopy \_\_\_

FOR OFFICE USE ONLY	
Date rec'd:	_____
Date Supplied:	_____
How it was Supplied:	_____
Auth. Sig:	_____

Person requesting records should supply the following information: date(s); title(s); file designations, or any other information that will help find the requested records.

Within five (5) business days of the receipt of a written request for a reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied.

A fee of \$.25 per page will be required.

---

---

---

---

---

---

If denied, reason for denial:

---

---

---

\_\_\_\_\_  
Signature of requestor

\_\_\_\_\_  
Date