



TOWN OF BEDFORD - FOIL REQUEST
APPLICATION FOR ACCESS TO RECORDS PER FREEDOM OF INFORMATION LAW
Lisbeth L. Fumagalli, Records Access Officer

From: _____ Representing: _____

Address: _____
(Street Address) (City) (State) (Zip Code)

Day Phone #: _____

I hereby apply to inspect the following record of: _____
(Name of Department)

Record(s) requested, be specific: _____

After inspection, should I desire copies of all or part of records inspected, I will identify the records to be copied and hereby promise to pay the established fees. Photocopies of documents cost \$0.25 per page, cost for reproductions of plans will vary, postage fees will be charged as per the amount levied by the United States Post Office.

Signature: _____ Date: _____

Date Received by Town Clerk: _____

PURSUANT TO PUBLIC OFFICERS LAW ARTICLE 6

Your request will be reviewed within five business days of the receipt of your request for a record reasonably described. The Town will make such record available, deny the request in writing, or furnish a statement of the approximate date when such request will be granted or denied. Should the request be denied, you have a right to appeal a denial to the head of this agency.

WARNING: Examination of these records is covered by New York State Penal Law.
§175.20 Tampering with Public Records in the 2nd degree is a Class A Misdemeanor.
§175.24 Tampering with Public Records in the 1st degree is a Class D Felony.

SEARCH CERTIFICATION
(For Official Use Only)

I hereby certify that a diligent search has been conducted for the records requested for inspection by the applicant and that:

- The record requested was not found
- The request was denied for the following reason(s): _____

- The record was found and distributed

Signature: _____ Title: _____ Date: _____