

INC. VILLAGE OF RUSSELL GARDENS
FREEDOM OF INFORMATION REQUEST
New York Freedom of Information Law, Article 6 of the Public Officers Law

Today's Date: _____

Name: _____

Address: _____

Telephone: _____

DESCRIBE IN DETAIL THE RECORDS YOU ARE REQUESTING (Identify/describe the records and provide all relevant information, include dates of records if possible).

DENIAL:

Records requested are not available because:

- A) It is not a public record
- B) Files are temporarily out of the office
- C) No record of the requested material can be found
- D) Material has been destroyed with the approval of the N.Y.S. Education Department
- E) Request does not adequately describe the records sought

Date: _____
Records access Officer

There is a fee of \$.25 per page for duplication of records requested. Copies of C of O or C of C are \$25.00 a copy. Records requested are available and may be inspected on _____ 20____ at _____ AM/PM.

Records provided: _____

Fee Paid: _____ Reviewed by: _____