

Town of Nunda/Records Management Officer
PO Box 699
4 Massachusetts Street
Nunda, NY 14517

Re: Freedom of Information Law Request

The Freedom of information Law requires that an agency respond to a request within five business days of receipt of a request. Requests should be mailed to the above address, e-mailed to Clerk@town.nunda.ny.us or faxed to 585-468-5548.

The Family Privacy Protection Act prohibits the use of personal information obtained from our municipality for commercial solicitation.

I have read and understand the above statement.

Signed: _____

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

Applicant:

Date: _____

Name: _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____

FOR OFFICE USE ONLY

FOIL Request Received: _____

Date Mailed And/or Picked up: _____

Media in which received: _____

Media in which responded: _____

Date FOIL request closed: _____

Records Manager's Initials: _____