

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.

- A.) The Family Privacy Protection Act prohibits the use of personal information obtained from our municipality for commercial solicitation.
- B.) According to New York State Department of Health Law, Vital Records (Birth, Marriage and Death) and the indexes related to vital records are NOT subject to the provisions of the Freedom of Information Law (FOIL) and are NOT open to public inspection.

I have read and understand the above A & B statements.

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: _____

