

# FREEDOM OF INFORMATION REQUEST

TO THE APPLICANT: Please identify the specific records you wish to inspect below using names, dates, addresses, etc., sign in the appropriate place, and return to the Geneva City Clerk, Records Access Officer, 47 Castle Street, Geneva, New York 14456. The completion of this form will facilitate access to records you seek.

TO THE CITY OF GENEVA:

I hereby apply to inspect the following records under the provisions of the Freedom of Information Law:

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Choose one below:

\_\_\_\_\_ Please contact me with the date I may come into the office to inspect the records. After inspection, should I desire copies of all or part of the records inspected, I will identify the records to be copied and hereby offer to promptly pay the established fees. (Cost of reproduction or \$.25 per page is applicable.)

\_\_\_\_\_ Please contact me before making copies of the records, and I will promptly pay the established fees. (Cost of reproduction or \$.25 per page is applicable.)

Name (Print): \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TO THE APPLICANT:

▪ Records Provided

\_\_\_\_\_ The reproduction costs for the records provided at \$\_\_\_\_\_.

\_\_\_\_\_ Records have been (partially, fully) provided. (If not fully provided, date when records are expected to be fully provided \_\_\_\_\_.)

▪ Records not available

\_\_\_\_\_ Records cannot be found after diligent search.

\_\_\_\_\_ The Department is not the custodian for records indicated.

▪ Records Denied

I hereby certify that access to the records or part of the records checked above has been denied to the applicant for the reason(s) checked below:

- \_\_\_\_\_ Specifically exempt by other statute
- \_\_\_\_\_ Unwarranted invasion of personal privacy
- \_\_\_\_\_ Would impair present or imminent contract awards or collective bargaining negotiations
- \_\_\_\_\_ Are examination questions or answers
- \_\_\_\_\_ Are inter-agency or intra-agency materials that are not
  1. Statistical or factual tabulations or data
  2. Instructions to staff that affect the public
  3. Final agency policy or determination
  4. External audits, including but not limited to audits performed by the comptroller
- \_\_\_\_\_ Are trade secrets
- \_\_\_\_\_ Are computer access codes
- \_\_\_\_\_ Would endanger the life or safety of any person
- \_\_\_\_\_ Are compiled for law enforcement purposes and which, if disclosed would
  1. Interfere with law enforcement investigations or judicial proceedings
  2. Deprive a person of the right to a fair trial or impartial adjudication
  3. Identify a confidential source or disclose confidential information relating to a criminal investigation
  4. Reveal criminal investigative techniques or procedures, except routine techniques and procedures.

Identification of records withheld (attach listing if additional space is required) and/or explanation if appropriate:

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Signature (Records Custodian): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_