

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:

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.)

_____ Please send electronic copies to the email below if they are available in electronic format*

Name (Print): _____

Business Name: _____

Phone Number: _____

Mailing Address: _____

City, State, Zip Code: _____

Signature: _____ Date: _____

Email Address: _____

*NOTE – If the documents requested are not already in electronic format, we are not required to convert the documents to electronic.

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:

Signature (Records Custodian): _____

Title: _____ Date: _____