

Freedom of Information Request | Village of Brewster

Date: _____

To: Records Management Officer/Privacy Compliance Officer Village of Brewster
50 Main St.
Brewster, NY 10509

Attn: _____

Under the provisions of the Freedom of Information Law, (Public Officers Law, sections 8490), I hereby request a copy of (or: access to)

(Describe as accurately and specifically as possible the record or records you want, and provide all the relevant information you have concerning them).

Copies of records must be made available on request. Except when a different fee is prescribed by statute, an agency may not charge for inspection, certification or search for records, or charge in excess of 25 cents per photocopy up to 9 by 14 inches (section 87(1)(b)(iii)). Fees for copies of other records may be charged based upon the actual cost of reproduction. If there are any fees for copying the records I am requesting, please inform me before you fill the request. (or: please supply the records without informing me if the fees do not exceed \$_____).

If all or any part of this request is denied, please cite the reason(s) which you think justifies your refusal to release the information. As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of its receipt. Also, please inform me of your agency's appeal procedure.

In order to expedite consideration of my request, I am enclosing a copy of _____

(a document similar to that which you are requesting).

Thank you for your prompt attention to this matter.

Sincerely,

Signature

Name: _____

Address: _____

City, State, ZIP code: _____

Telephone or email optional in case of questions: _____