

Town of Moreau Town Clerk

61 Hudson Street

P.O. Box 1349

South Glens Falls, NY 12803

REQUEST FOR RECORDS BY E-MAIL

(Pursuant to Chapter 182 of Public Officers Law §89 as amended by legislation signed by the Governor on July 26, 2006 the following form may be utilized to submit a request via e-mail for review or copies of records on file in the Town of Moreau Office Building. Response to an e-mail request for records will be in accordance with the Freedom of Information Law.)

Please submit e-mail requests for records to jfleury@townofmoreau.org

Dear Records Access Officer:

I hereby request copies via e-mail, if possible, or by mail if not the following documents (please include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.):

I hereby request to inspect during normal business hours the following records (please include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.):

If any of the records requested cannot be e-mailed to me, please inform me by e-mail of the portions that cannot be e-mailed and the cost for reproducing the records @ 25 cents per page or actual cost of reproduction.

If my request is too broad or does not reasonably describe the records, please contact me via e-mail so that I may clarify my request.

If it is necessary to modify my request and an e-mail response is not preferred please contact me at the following telephone number or mailing address:

If for any reason any portion of my request is denied, please inform of the reason for the denial in writing and provide the name, address and e-mail address of the person or body to whom an appeal should be directed.

Name:

Address:

E-Mail Address: