

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

Records Access Officer  
Town of Moreau  
P.O. Box 11349  
South Glens Falls, NY 12803

Re: Freedom of Information Law Request

Dear Records Access Officer:

Under the provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request copies of the following records (Please describe the records you request in as much detail as possible and attach additional sheets if necessary. If you wish to inspect the records only so indicate.):

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If there are any fees for copying the records requested, please inform me before filling the request.

I am aware that the fee is 25 cents per page for copies if done in-house or actual cost of reproduction if copying has to be done off-site. If documents have to be mailed I understand that I will be charged for the cost of the postage. I further understand that I will have to pay for the copies or actual cost of reproduction prior to my obtaining the copies.

I understand that the Freedom of Information Law requires that an agency, within five business days of the receipt of a written request, must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.

Sincerely,

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

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

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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