

John Spaeth
Mayor

Nathaniel J. Matthews
Treasurer

Wendy L. Reu
Clerk

Village of
NORTHVILLE

INCORPORATED 1873

P.O. Box 153

NORTHVILLE, N.Y. 12134

PHONE # 518-863-4211

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Trustee
Patrick Barnett
Debra Ellsworth
Matthew Ginter
John Markiewicz

Records Access Officer
Village of Northville
P.O. Box 153
Northville, NY 12134

(Date)

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 records or portions thereof pertaining to _____

(attempt to identify the records in which you are interested as clearly as possible).

If there are any fees for copying the records requested, please inform me before filling the request (or:...please supply the records without informing me if the fees are not in excess of \$_____). Each copy is \$.25 per page according to village policy.

As you know, the Freedom of Information Law requires that an agency respond to a request within five (5) business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

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

Sincerely,