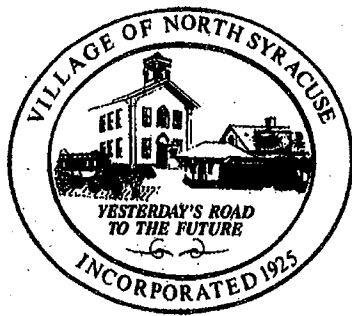




## VILLAGE OF NORTH SYRACUSE

600 South Bay Road

North Syracuse, New York 13212

Tel: (315) 458-0900 Fax: (315) 458-5079

[Clerktreasurer@northsyracuse.ny.org](mailto:Clerktreasurer@northsyracuse.ny.org)

### APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date of Request: \_\_\_\_\_

To: Dianne Kufel, Village Clerk/Treasurer - Records Access Officer

**Instructions:** Clearly and specifically identify the records you are interested in. You may inspect records by appointment, and/or request copies as **per the Fee Schedule attached**.

I wish to ( ☐ Receive Copies    ☐ Make an appointment ) to inspect the following records:

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Print Name/Agency: \_\_\_\_\_ (PRINT)

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

City/State/Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Requestors Signature: \_\_\_\_\_

The aforementioned Record Request was received by the Village Clerk/Treasurer and  
Has been ☐ ACCEPTED OR ☐ DENIED

You have a right to appeal a denied application within 30 days of the denial.  
Mail your appeal to the Record Access Officer the Village Clerk, and mail a  
copy to: **Committee on Open Government - NY State Department**  
**41 State Street - Albany, New York 12231**

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

### FOR MUNICIPALITY USE ONLY

Date: \_\_\_\_\_ Five day Acknowledgment letter.    ☐ Mailed    ☐ Faxed    ☐ Emailed

**Department Fulfilling Request:** (Please date & initial when you received this request)

\_\_\_\_\_ Clerk's Office    \_\_\_\_\_ Code Enforcement    \_\_\_\_\_ Police Department  
\_\_\_\_\_ Treasurer    \_\_\_\_\_ Village Attorney    \_\_\_\_\_ Other \_\_\_\_\_

**REASON DENIED:**

\_\_\_\_\_ Exempted by Statute other than Freedom of Information  
\_\_\_\_\_ Unwanted invasion of personal privacy  
\_\_\_\_\_ Would impair contract awards of collective bargaining agreements  
\_\_\_\_\_ Trade secret; confidential commercial information  
\_\_\_\_\_ Law enforcement records  
\_\_\_\_\_ Would endanger the life or safety of another person  
\_\_\_\_\_ Interagency or intra-agency materials  
\_\_\_\_\_ Record of which this agency is legal custodian cannot be found  
\_\_\_\_\_ Other \_\_\_\_\_

**DISSEMINATION OF INFORMATION:**    (    )

Copies (number): \_\_\_\_\_ Fee: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Delivery Method: \_\_\_\_\_

Appt Date/Time: \_\_\_\_\_ with whom: \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Village of North Syracuse**

### **FOIL Fee Schedule**

**Adopted 6/9/16**

| <b>Record Type</b>                         | <b>Fee</b>     |
|--------------------------------------------|----------------|
| <b>Police Investigation Report</b>         | <b>\$10.00</b> |
| <b>Police Accident Report</b>              | <b>\$10.00</b> |
| <b>Police Digital Still Records (Disc)</b> | <b>\$30.00</b> |
| <b>Police Digital Video Records</b>        | <b>\$30.00</b> |
| <b>Fire Incident Report</b>                | <b>\$10.00</b> |
| <b>Codes Incident Report</b>               | <b>\$15.00</b> |
| <b>Village Clerk Report</b>                | <b>\$10.00</b> |
| <b>Planning Board Report</b>               | <b>\$15.00</b> |
| <b>Parks and Recreation Report</b>         | <b>\$10.00</b> |
| <b>Highway Department</b>                  | <b>\$10.00</b> |
| <b>Other</b>                               | <b>\$10.00</b> |