

FOIL REQUEST/VIOLATION SEARCH

Records Access Officer

Town of Grafton

PO BOX G

Grafton NY 12082

Re: Freedom of Information Law Request

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing) the following:

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

If my request appears to be extensive or fails to reasonably describe the records or if the fees will exceed \$_____ please contact me: ☐ in writing ☐ by phone ☐ email

I understand that there is a fee of \$.25 per page for duplication of records and a flat fee of \$75.00 for Violation Search. (You will be contacted if there is any unusual charge associated with your request).

As you know the Freedom of Information Law requires that an agency respond to a request within 5 business days of receipt of a request and if the request cannot be filled within 5 days, I will be provided with a reasonable time frame to expect the request to be filled.

Sincerely,

Signature: _____ Name: (Print) _____

Address: _____

PHONE: _____ EMAIL: _____ DATE: _____

DATE RECEIVED: _____ DATE PROVIDED: _____ FEE: _____

Signature of Records Access Officer: _____