



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

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date of Request: _____

To: Nick Zarzecki, 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:

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

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

