

ROUTINE FREEDOM OF INFORMATION REQUEST FORM

Robert F. Hagemann, III, Records Access Officer
County of Jefferson
195 Arsenal Street, Watertown, NY 13601
Fax: (315) 785-5070

Date: _____

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request access to the following records:

(Identify the records in which you are interested as clearly as possible)

- (Check here if copies are requested)** In addition I further request copies of the identified records and agree to pay a copying charge for all copies requested at a rate of \$.25 per page for copies not exceeding 9" x 15".

The Freedom of Information Law requires that you receive a response to your request within five business days of receipt of your request. If for any reason any portion of your request is denied, you will be informed of the reasons for the denial in writing. You may appeal a denial to the appeals officer identified below.

Signature: _____

Name: _____

(Please Print)

Address: _____

DETERMINATION OF RECORDS ACCESS OFFICER

Your request for access to the records specified above is hereby:

- Approved** The requested records will be available for your inspection on _____ at _____
_____. The total copying charge for the records requested
is \$_____. Copies will be available within _____ days from the date that payment of the
copying charge is received. Checks should be made payable to: Jefferson County Treasurer

- Denied** The reason(s) for denial are as follows: _____

If you wish to appeal this denial the Records Access Appeals Officer is:
Chairman, Board of Legislators
195 Arsenal Street, Watertown, NY 13601
to whom a written appeal should be sent within thirty days of the date of the denial.

Records Access Officer

Date