

**FREEDOM OF INFORMATION LAW
REQUEST FORM**

NAME OF INDIVIDUAL OR
BUSINESS MAKING REQUEST: _____

ADDRESS: _____

NAME OF DOCUMENT BEING REQUESTED: _____

NUMBER OF COPIES: _____

REASON FOR REQUEST: _____

DATE OF REQUEST: _____

DATE REPLIED TO: _____

DATE REQUEST COMPLETED: _____

NOTE: Under Open Government Laws New York State, Clerk has five business days to reply to request and then must produce records within another 20 business days.