FOIL REQUEST

RECORDS ACCESS OFFICER: DANIEL A. O'BRIEN
NAME OF AGENCY: CITY OF FULTON, NEW YORK
ADDRESS: 141 SOUTH FIRST STREET, FULTON, NY 13069
RECORD REQUESTED FROM: _____DEPARTMENT

I HEREBY REQUEST TO APPLY FOR/INSPECT THE FOLLOWING RECORDS:

_____
_____
_____
_____
_____
_____

_____ _____ _____
SIGNATURE DATE PHONE NUMBER

_____ _____
PRINT NAME MAILING ADDRESS

_____
REPRESENTING
_____

FOR AGENCY USE ONLY

APPROVED BY: _____

DENIED BY: _____

REASONS FOR DENIAL:

CONFIDENTIAL DISCLOSURE	_____
PART OF AN ONGOING INVESTIGATION	_____
UNWARRANTED INVASION OF PERSONAL PRIVACY	_____
RECORD CAN NOT BE FOUND	_____
RECORD NOT MAINTAINED BY THIS AGENCY	_____
RECORD IS EXEMPTED BY STATUTE	_____
OTHER (SPECIFY) _____	_____

_____ _____ _____
DEPARTMENT HEAD SIGNATURE TITLE DATE

NOTE: IF A RECORD IS DENIED, YOU HAVE THE RIGHT TO APPEAL TO THE HEAD OF THE GOVERNING BODY BEING THE MAYOR. YOU MAY APPEAL WITHIN (30) DAYS OF THE DENIAL. UPON RECEIPT OF THE APPEAL, THE HEAD OF THE GOVERNING BODY HAS 10 BUSINESS DAYS TO EXPLAIN IN WRITING FURTHER DENIAL OR ACCESS TO THE RECORD(S).