

CITY OF NORTH TONAWANDA
REQUEST FOR PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION LAW

TO: RECORDS MANAGEMENT OFFICER
CITY CLERK'S OFFICE
216 PAYNE AVENUE
NORTH TONAWANDA, NY 14120

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ BUSINESS PHONE: _____ FAX: _____

I HEREBY APPLY TO EXAMINE THE FOLLOWING RECORD(S): (Identify records as clearly as possible. Note the City is not required to prepare documents to comply with any FOIL request. Use additional pages if necessary)

SIGNATURE OF APPLICANT: _____ **DATE:** _____

FOR AGENCY USE ONLY

APPROVED: _____ TOTAL FEE: _____

DENIED: _____ (FOR REASONS CHECKED BELOW)

- Confidential Disclosure/Part of investigatory Files
- Unwarranted invasion of Personal Privacy
- Record of which this agency is legal custodial cannot be found
- Exempted by statute other than the Freedom of Information Act
- Law enforcement records of ongoing investigation
- Would impair contract award or collective bargaining agreements
- Other: _____

Signature: _____ Title: _____ Date: _____

Notice: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THE APPLICATION WITHIN 30 DAYS TO THE NORTH TONAWANDA'S CITY ATTORNEY'S OFFICE, 216 PAYNE AVENUE, NORTH TONAWANDA, NY 14120, WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH A DENIAL IN WRITING SEVEN DAYS OF RECEIPT OF AN APPEAL. TO APPEAL SIGN AND DATE BELOW AND FORWARD TO THE CITY ATTORNEY.

SIGNATURE: _____ **DATE:** _____

***Copy of Fees on the following page.**

Copy Fees

COST PER PAGE	\$.25
ASSESSOR'S	\$.65
BUILDING DEPT.	
24'x36' SHEET B/W	\$12.00
24' X 36' SHEET COLOR	\$18.00
36' X 48' SHEET B/W	\$24.00
36'x48' SHEET COLOR	\$30.00
DISK / THUMB DRIVE (MINUTES)	\$25.00
TOWN MAP	\$5.00
ACCIDENT RECONSTRUCTION REPORT	To Be Determined Case by Case.
BACKGROUND CHECKS	\$10.00
FINGERPRINTS	\$25.00
PHOTOS	\$5.00 per Photo
POLICE REPORTS	\$10.00

Please note: All fees are required to be paid in advance. Requests requiring two (2) or more hours to complete are subject to additional fees equivalent to the wages of the lowest paid employee able to complete the search. Requests will be processed electronically when possible.