

**TOWN OF JERUSALEM
3816 ITALY HILL ROAD
BRANCHPORT, NY 14418**

**TOWN OF JERUSALEM
FREEDOM OF INFORMATION
REQUEST FORM**

Sheila McMichael, Town Clerk
Appointed Records Access Officer 1/ 5/2004
Town of Jerusalem
3816 Italy Hill Road
Branchport, N.Y. 14418

Date_____

Dear Records Access Officer:

Under the provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof regarding:_____

Please identify as specifically as possible the records you are requesting.

We will respond to your request within five (5) business days from the time we receive the request, letting you know if we can honor your request and when the information will be available. If we must deny any request, you will receive written notification.

By law, copies of standard size documents can cost no more that twenty-five cents (\$.25) per page. The Town of Jerusalem, like most agencies, charges for all documents copied.

You may inspect documents first and then ask for copies of only the ones you actually want.

Request must be specific as possible and will be directed to existing records.

Should any portion of my request be denied, the reason for denial will be supplied in writing.

Signature_____

Print Name_____

Address_____

City\State\Zip_____

Daytime Phone_____

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GENERAL INFORMATION

If your request is denied, you may appeal in writing within thirty (30) days to our agency's appeal officer. Address appeals to: Jerusalem Town Board
3816 Italy Hill Road
Branchport, NY 14418

GROUND FOR DENIAL OF REQUEST

- **Records SPECIFICALLY EXEMPTED BY STATE OR FEDERAL LAW**
 - **Inter-agency or intra-agency documents – with the exception of final agency policy, instructions to staff that affect the public, statistical or factual tabulations or data or external audits.**
 - **Certain law enforcement records, but not original police reports – although some information, including the names of suspects, may be deleted.**
 - **Records that would result in an “unwarranted invasion of personal privacy”.**
 - **Records that would impair pending contract awards or endanger collective bargaining negotiations.**
 - **Trade secrets**
 - **Records which, if disclosed, would endanger anyone**
 - **Civil service examination questions and answers prior to the administration of the test.**
 - **Computer access codes.**
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