

Date: _____

Request #: _____

Accepted by: _____

Referred to: _____

Jefferson County Industrial Development Agency

Office of the CEO

Freedom of Information Request Form

Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Email: _____

Representing: _____

Applicant Signature: _____

_____ Date

I hereby apply to inspect the following record (only one record per form):

Section 87(b)iii of the New York State Public Officers Law allows the Agency to charge a fee of .25 per photocopy. Section 89(3) provides in part that “Upon payment of or offer to pay, the fee prescribed therefore, the entity shall provide a copy of such record...”

Please acknowledge that you will be willing to pay for the photocopied record(s) at the rate of .25 per copy. Upon receipt of your acknowledgement, the Agency will process your request within ten business days.

____ Letter from Agency acknowledging receipt of request delivered to applicant on _____

____ Invoice for \$ _____ delivered to applicant on _____

____ Record approved and delivered to applicant on _____

____ Record partially denied for the foiling reason(s)

____ Record denied for the following reasons(s)

____ not in JCIDA files or records

____ exempted from disclosure by state or federal stature

____ if disclosed, would constitute an unwarranted invasion of personal privacy

____ if disclosed, would be used for solicitation or fund-raising purposes

____ if disclosed, would impair present or imminent contract awards

____ if disclosed, would impair collective bargaining negotiations

____ trade secrets

____ complied for law enforcement purposes and exempted from disclosure

____ inter-agency or intra-agency material which is not

-statistical or factual tabulations or data

-instructions to staff that affect the public

-final agency policy or determination

____ other

Comments:

Records Access Officer

By: _____

Date

NOTICE TO APPLICANT: You have a right to appeal denial of this application to the JCIDA CEO within 30 days. The denial shall be fully explained or access provided to the record sought within (10) business days of receipt of said appeal, in writing.

I HEREBY APPEAL: _____ DATE: _____