



Incorporated 1872

VILLAGE OF CLAYTON

425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624
Phone: (315) 686-5552 Fax: (315) 686-2132
TTD: 1-800-662-1220

Website: www.villageofclayton.com E-mail: clerk@villageofclayton.org

REQUEST FOR RECORDS FORM (under Freedom of Information Law)

NAME(S): _____
ADDRESS: _____
TEL. #: _____
EMAIL: _____
HOW YOU WOULD LIKE INFO PROVIDED:
 email, fax, hardcopy

FOR OFFICE USE ONLY	
Date Rec'd:	_____
Date Supplied:	_____
How it was Supplied:	_____
Auth. Sig.:	_____

Person(s) requesting records should supply the following information: date(s); title(s); file designations, or any other information that will help to find requested records.

Within five (5) business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.

A fee of \$.25 per page will be required.

If denied, reason for denial:

Signature of Requester

Date