



Record Access Request Form

Description of Documents Requested:

Please Note: The Freedom of Information Law requires that an agency acknowledge a request within five business days of receiving the request. However, information requested is not necessarily available within that timeframe. The Village of New Paltz charges the following fees for non-electronic request fulfillment:

\$.25 per paper copy up to 9" x 14"

Actual reproduction cost for all other media

Please supply the records without informing me if the fees are not in excess of \$ ____.

Contact Information for Request Fulfillment (Name, Address, Phone, Email)

Signature _____

Request Date: _____

For Office Use Only

☐ ☐ Approved

☐ Denied (Letter Attached)

Signature

Title

Fee Paid

Date Fulfilled