

REQUEST FOR ACCESS TO PUBLIC RECORDS

**VILLAGE OF COBLESKILL
OFFICE OF RECORDS ACCESS OFFICER**

Sheila Wilday
Village Clerk/Treasurer
378 Mineral Springs Road, Suite 2
Cobleskill, New York 12043
(518) 234-3891

Dated: _____

Request by: _____

Tel. no.: _____

Address: _____

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (attempt to identify the records in which you are interested as clearly as possible):

If there are any fees for copying the records as requested, please inform me before filling the request.

FEES: Twenty-five cents (\$.25) x _____ pages = \$_____ payable by cash or by check to: Village of Cobleskill (Special charges may apply to irregular size documents, tapes or records in irregular formats.)

Copies wanted: [] Yes [] No

The Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing.

Sincerely,

Signature of Requestor

FOR DEPARTMENT USE ONLY

DATE: _____ DEPARTMENT: _____

REQUEST GRANTED: _____

REQUEST DENIED BECAUSE: (Check appropriate box)

- Application fails to reasonably describe the record in which you are interested;
- Records are specifically exempted from disclosure by state or federal statute;
- Release of records would result in an unwarranted invasion of personal privacy;
(Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom a record pertains consents in writing to disclosure, or when upon presenting reasonable proof of identity, a person seeks access to records pertaining to him or her.)
- Release of records would impair present or imminent contract awards of collective bargaining negotiations;
- Release of records would reveal trade secrets or are submitted to an agency by a commercial enterprise or are derived from information obtained from a commercial enterprise which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- Requested records are compiled for law enforcement purposes, and if disclosed, would:
 - interfere with a law enforcement investigation or judicial proceedings;
 - deprive a person of fair trial of impartial adjudication;
 - identify a confidential source or disclose confidential information relative to a criminal investigation;
 - reveal criminal investigative techniques or procedures, except routine techniques and procedures.
- Disclosure of records would endanger the life or safety of any person;

- Application fails to describe the uses which will be made of such personal information by the person or entity receiving it;
 - Records are inter-agency or intra-agency communications, which do not consist of such materials as:
 - [] statistical or factual tabulations or data;
 - [] instructions to staff that affect the public;
 - [] final agency policy or determinations; or
 - [] external audits, including but not limited to audits performed by the comptroller and the federal government;
 - Records are examination questions or answers that are requested prior to final administration of such questions;
 - Records are computer access codes that if disclosed would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures;
 - Records are photographs, microphotographs, videotape or other recorded images prepared under authority of section eleven hundred eleven-a of the vehicle and traffic law;
 - Other basis or explanation: _____
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Signature and title of Village official making decision: _____, Village Clerk

If denied, you may appeal this decision by filing an appeal within 30 days of the date of this decision, to the Mayor of the Village of Cobleskill, 378 Mineral Springs Road, Suite 2, Cobleskill, New York 12043, Attn: Ms. Sheila Hay-Gillespie, Village Clerk-Treasurer.