

TOWN OF CAMPBELL - OFFICE OF THE TOWN CLERK
8529 MAIN STREET, CAMPBELL, NY 14821
Request Pursuant to the Freedom of Information Law

Mail to: Town Clerk, at the above address

Email to: TOWNCLERK@CAMPBELLNY.COM

Fax to: 607-527-8280 Attn. Town Clerk

Clearly print or type all appropriate information below.

Name of Requester/Authorized Representative: _____

Address: _____
(Street and No) (City) (State) (Zip)

Phone No.: _____ **E-mail Address:** _____

Detailed description of requested records: (Please, be specific.) Date of Request: _____

Format requested: _____ **Number of pages requested (if known):** _____
(Example: Hardcopy, email or fax)

By submitting this form, I hereby agree to pay fees associated with the following request.

- Fees**
As set forth in Public Officers Law Section 87(1)(b)(iii) and (c) and 16 NYCRR 6-1.2, except when a different fee is otherwise prescribed by statute:
- (a) the fee for copies of records from originals 8 1/2" x 11" and 8 1/2" x 15" shall be 25 cents per photocopy and
 - (b) the fee for preparing and reproducing any other record shall be the actual cost, which shall include only:
 - (1) an amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record;
 - (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; and
 - (3) the actual cost to the agency of engaging an outside professional service to prepare a copy of a record, but only when the agency's information technology equipment is inadequate to prepare a copy, if such service is used to prepare the copy.
 - (c) Preparing and reproducing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested.

An additional written statement, from the requester/authorized representative, expressing consent to pay all applicable fees is required for requests expected to cost \$100 or more.

Copying fees are not charged to: (1) Federal agencies, New York State agencies (including authorities) or local agencies in New York; (2) Requesters, where the records sought total fewer than 3 pages; this 3 page limit applies to requests of the same person, or firm, within any 5-day period.

Number of Pages copied: _____	Date 5-day response sent: _____
Media or other costs: (flash drive, cd, etc) _____	Date request filled: _____
Billing Date: _____	Notice of Request sent to Town Supervisor? Yes/No? _____
Billing Amount: _____	Town Attorney advised? Yes/No? _____