

TO: Freedom of Information Officer
Village of Owego
178 Main Street
Owego, NY 13827

Date of request _____

Please be specific in your request; include time frame and other pertinent information!

I hereby request the following records:

Signature of Requester

Phone Number

Requester's Address: _____

How do you want to be contacted: _____

NOTICE: You have a right to appeal the decision of the Freedom of Information officer whose decision will be in writing and will state the reasons for said action. Your request will be granted, denied or acknowledged with in five (5) business days from the date of the request. A written appeal should be submitted to the Village Board of the Village of Owego within thirty (30) days of the denial and must contain the following: the date and location of a request for records, a description of the records that were denied, and the name/address of the applicant.

NOTE: If copies are requested the charge is \$.25 per sheet of copy paper.

FOR VILLAGE OF OWEGO USE ONLY

APPROVED

- DENIED FOR THE REASON(S) LISTED BELOW
- Confidential Disclosure
 - Part of Investigation Files
 - Unwarranted Invasion of Personal Privacy
 - Record of Which this Agency is Legal Custodian Cannot Be Found
 - Exempted by Statute Other Than the Freedom of Information Act
 - Other (specify) _____

Signature of Officer/Title

Date Request Completed