



CLIFTON PARK-HALFMOON FIRE DISTRICT #1

38 OLD ROUTE 146
CLIFTON PARK, NEW YORK 12065
(518) 371-8400 FAX: (518) 371-8426

FREEDOM OF INFORMATION REQUEST

Requests may be submitted via mail, hand delivery, fax or email to Asantoro@cliftonparkfire.org

Name: _____
Address: _____
Phone Number(s): _____ Fax: _____
E-mail: _____

Under the provisions of the NYS Freedom of Information Law, Article 6 of the Public Officers Law, I request to view/obtain copies of the following: _____

Date Received: _____

REQUEST APPROVED _____ **NUMBER OF PAGES** _____ **TOTAL CHARGE: \$** _____

Records may be inspected, picked up in person, mailed to applicant or sent via email if practical. Fee for records is .25 per sheet for a standard sized copy plus the cost of postage, if mailed. Payment must be received before records are released. **(charge does not apply to a homeowner/resident or business owner for reports of incidents that occurred at their own address)**

REQUEST DENIED (or denied in part) for the reason(s) checked below:

- _____ Release of information would constitute an unwarranted invasion of personal privacy
- _____ Records requested cannot reasonably be located based on description
- _____ No records exists which responds to request/record cannot be found
- _____ Record is not maintained by this agency
- _____ Other

RECORDS ACCESS OFFICER

DATE

Any person denied access to records may appeal the denial in writing within 30 days.