



## Record Access Request Form

Description of Documents Requested:

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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)

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Signature \_\_\_\_\_ Request Date: \_\_\_\_\_

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**For Office Use Only**

Approved

Denied (Letter Attached)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fee Paid

\_\_\_\_\_  
Date Fulfilled