

Town of Hartsville

5150 Purdy Creek Road

Hornell, New York 14843

Phone: 607-698-4940 Fax: 607-698-4940

FREEDOM OF INFORMATION REQUEST FORM

Name_____ Date_____

Representing_____

Mailing Address_____

Phone Number_____

I hereby apply to receive or inspect the following record(s):

(Please be as specific as possible; copies are subject to a fee of 25¢ per page)

Signature_____ Date_____

Please submit this form by mail to: Town of Hartsville 5150 Purdy Creek Road Hornell, NY 14843

Att: Town Clerk

FOR AGENCY USE ONLY

Date Request Received _____
Request Received By _____

Acknowledgement Letter Mailed _____

APPROVED

Date Information Mailed _____

DENIED (For the reason(s) checked below):

☐ Confidential Disclosure

☐ Part of Investigatory Files

☐ Record is not maintained by this agency

☐ Unwarranted invasion of personal privacy

☐ Other (Specify)

Date Denial Notice Mailed _____

Signature

Date