

**LYNNE M. JOHNSON**

Chairman

**WILLIAM H. EICK**

Vice Chairman

**JOHN C. WELCH, JR.**

Chief Administrative Officer

**LISA STENSHORN**

Clerk of the Legislature

**KATHERINE BOGAN**

County Attorney

 **LEGISLATORS**

|  |  |
| --- | --- |
| Donald J. Allport | - At Large |
| E. John DeFilipps | - At Large |
| Merle L. Draper | - At Large |
| William H. Eick | - District 1 |
| Lynne M. Johnson | - District 2 |
| Fred Miller | - District 3 |
| Kenneth DeRoller | - District 4 |

**ORLEANS COUNTY LEGISLATURE**

14016 Route 31 W, Suite 201, Albion, New York 14411

Phone: (585) 589-7053

Fax: (585) 589-1618

www.orleansny.com



###### FOIL REQUEST

 Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby apply to \_\_\_\_\_inspect and/or \_\_\_\_\_\_ copy the following records:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand the Records Access Officer must respond to my request within five business days of receipt of written request by making the records available or by denying access in writing giving the reasons for denial or providing a written acknowledgment of receipt of my request and a statement of the approximate date when the request will be granted.

I also understand and acknowledge that I will be charged a fee of $0.25 per photocopy for documents up to 9” by 14” and a fee of $1.00 for certification. Fees for copies of other records will be based upon the actual cost of reproduction. Payment must be made at the time copies of records are provided.

##### Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed application to:

Email: April.Flesch@orleanscountyny.gov

By Mail: Orleans County Legislature

14016 Route 31 West, Suite 201

Albion, NY 14411

 For Agency Use Only:

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied for reason(s) checked below

 \_\_\_\_\_confidential disclosure

 \_\_\_\_\_part of investigatory files

 \_\_\_\_\_unwarranted invasion of personal privacy

 \_\_\_\_\_record of which this agency is legal custodian cannot be found

 \_\_\_\_\_record is not maintained by this agency

 \_\_\_\_\_exempted by statute other than the Freedom of Information Act

 \_\_\_\_\_other (specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature title date

*Receipt:*

Number of Copies received: . Cost per copy: ­ . Total amount due: .

Cash/Check/Money Order received in the amount of $ , on this date: .

Make Checks/Money Order payable to: *Orleans County Treasurer*

NOTICE: You have a right to appeal a denial of this application to the head of this agency, who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature date