

Town of Nunda
PO Box 699, 4 Massachusetts Street
Nunda, NY 14517

Re: Freedom of Information Law Request

The Freedom of information Law requires that an agency respond to a request within five business days of receipt of a request. Requests should be sent by mail to Town of Nunda, Attention: Records Management Officer, PO Box 699, 4 Massachusetts Street, Nunda, NY 14517, by e-mail to Nunda@town.nunda.ny.us or by fax to 585-468-5548.

The Family Privacy Protection Act prohibits the use of personal information obtained from our municipality for commercial solicitation.

I have read and understand the above statement.

Signed: _____

Under provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to *(attempt to identify the records in which you are interested as clearly as possible)*

Applicant Name: _____

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

FOR OFFICE USE ONLY

FOIL Request Received: _____

Date Mailed And/or Picked up: _____

Date FOIL request closed: _____

Records Manager's Initials: _____