

VILLAGE OF FREDONIA  
RECORDS ACCESS FORM

Inspection and/or copies of Village records are available under provisions of the New York Freedom of Information Law.

Name of Requester: \_\_\_\_\_

Address of Requester: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Requester: \_\_\_\_\_

Description of Records Desired: (Official minutes, resolutions, reports, budget, dates, title, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date that you want the copies or date and time you wish to inspect the records (Note: Village policy provides the Records Access Officer five business days to respond to your request):  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

Mail or hand deliver this form to:

Records Access Officer  
Village Clerk  
9 Hill Church Street  
Fredonia, New York 14065

Office Use Only:

Date Received: \_\_\_\_\_ Receiver: \_\_\_\_\_  
(Signature)

ORIGINAL: Records Access Officer COPY: Requester