

FEES: The fees for copies of records shall not exceed twenty-five cents per photocopy up to nine inches by fourteen inches, or the actual cost of reproducing any other record in accordance with current legal provisions, except when a different fee is otherwise prescribed by statute. By signing this application, you agree to pay the cost of such records and understand that the records will not be provided until payment is made in full. DENIAL: Please be advised that all or part of your request may be denied for the reasons set forth in Public Officers Law Article 6, §87 (2). Additionally, FOIL only requires that the government entity produce a record that currently exists.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

- Records are available during regular business hours: Tuesday-Thursday from 8:00AM – 12:00 PM. Please call to schedule an appointment.
- According to New York State Law, this agency has five (5) working days to respond to this records request.
- If your request is denied in whole or in part, you may appeal to the Town Clerk in writing by sending your request to: Town Supervisor of the Town of Cuba. You have seven business days from the receipt of the denial to appeal. Any appeal received after seven business days will not be considered and the initial determination will be deemed final.

FOR OFFICE USE ONLY

Date Received: _____

Approved: _____

Denied: _____

Denial Reason(s): _____

Number of Pages Copied: _____

Total Fee (\$.25 cents per page): \$ _____