

**TOWN OF JERUSALEM  
3816 ITALY HILL ROAD  
BRANCHPORT, NY 14418**

**TOWN OF JERUSALEM  
FREEDOM OF INFORMATION  
REQUEST FORM**

Sheila McMichael, Town Clerk  
Appointed Records Access Officer 1/ 5/2004  
Town of Jerusalem  
3816 Italy Hill Road  
Branchport, N.Y. 14418

Date\_\_\_\_\_

Dear Records Access Officer:

Under the provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof regarding:\_\_\_\_\_

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

Please identify as specifically as possible the records you are requesting.

We will respond to your request within five (5) business days from the time we receive the request, letting you know if we can honor your request and when the information will be available. If we must deny any request, you will receive written notification.

By law, copies of standard size documents can cost no more that twenty-five cents (\$.25) per page. The Town of Jerusalem, like most agencies, charges for all documents copied.

You may inspect documents first and then ask for copies of only the ones you actually want.

Request must be specific as possible and will be directed to existing records.

Should any portion of my request be denied, the reason for denial will be supplied in writing.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Address\_\_\_\_\_

City\State\Zip\_\_\_\_\_

Daytime Phone\_\_\_\_\_

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**GENERAL INFORMATION**

If your request is denied, you may appeal in writing within thirty (30) days to our agency's appeal officer. Address appeals to: Jerusalem Town Board  
3816 Italy Hill Road  
Branchport, NY 14418

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**GROUND FOR DENIAL OF REQUEST**

- **Records SPECIFICALLY EXEMPTED BY STATE OR FEDERAL LAW**
  - **Inter-agency or intra-agency documents – with the exception of final agency policy, instructions to staff that affect the public, statistical or factual tabulations or data or external audits.**
  - **Certain law enforcement records, but not original police reports – although some information, including the names of suspects, may be deleted.**
  - **Records that would result in an “unwarranted invasion of personal privacy”.**
  - **Records that would impair pending contract awards or endanger collective bargaining negotiations.**
  - **Trade secrets**
  - **Records which, if disclosed, would endanger anyone**
  - **Civil service examination questions and answers prior to the administration of the test.**
  - **Computer access codes.**
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