

City of Cortland
25 Court Street
Cortland, NY 13045
PHONE (607) 756-6521
FAX (607) 756-4644



Mack Cook
Director of Admn. & Finance

Request for Freedom of Information

FEE: \$.25 per page - \$15 per CD - Other fees dependent upon item requested

I, _____
(Please Print Full Name)

(Please Print Full Address)

(Area Code and Telephone Number)

Request a Copy of:

(Description of the Information Requested)

That occurred on or about _____
(Date)

(Applicant Signature)

(Date)

APPROVED BY:

Mack Cook, Director of Administration & Finance

____ Approved

Fees Paid \$ _____

Denied (for the reason(s) checked below)

___ Confidential Disclosure

___ Unwarranted Invasion of Personal Privacy

___ Record of which this Agency is Legal Custodian cannot be found

___ Record is not Maintained by this Agency

___ Exempt by Statute other than FOIL

___ Other (specify) _____

You have a right to appeal a denial of this application within 10 days to the City Attorney's Office at City Hall, 25 Court Street, Cortland, NY 13045, who must fully explain the reasons for such denial in writing within 10 business days of receipt of an appeal.

I Hereby Appeal:

Signature