

PART C – METHODS OF REVIEW

- I would like to schedule a time to review the records that I am requesting. I understand that access to the requested records will be provided in accordance with Section 87 of New York State Public Officers Law. I understand that copies may not be immediately available.
- I would like the requested documents mailed to me. I understand that access to the requested records will be provided in accordance with Public Officers Law §87. I understand that any fees associated with my obtaining copies of the requested records must be received by the City before the records are disclosed.
- I would like the requested records sent to the following e-mail address: _____

PART D – FEES

Should you desire copies of records, fees shall apply in accordance with Section 87(1) of the Public Officers Law. Advanced payment is required before records will be released. Please make check or money orders payable to the **City of Buffalo**.

FEES FOR PHOTOCOPIES: *Pages up to 9" x 14" are \$.25 ea. or the actual cost of reproducing any other record.*

The fee for reproducing a record may include the actual cost of the storage device or media; actual cost for engaging outside professional service to reproduce record; hourly salary for employee time used in reproducing the record.

PART E – SUBMISSION OF REQUEST

After you have reasonably described the records you wish to inspect or obtain, please sign this form and return it to the appropriate City department that maintains the records you seek. Requests may be sent via electronic mail, regular US mail, or hand delivery.

I hereby affirm that the information I have provided on this request form is correct.

Signature: _____ **Print Name:** _____ **Date:** _____