



CITY OF BUFFALO

FREEDOM OF INFORMATION LAW

RECORD REQUEST FORM



MAYOR
BYRON W. BROWN

Under the provisions of the New York FREEDOM OF INFORMATION LAW (F.O.I.L.), Article 6 of the Public Officers Law, I hereby request the records or portions thereof that I have reasonably described in Part "B" of this form.

PART A - APPLICANT INFORMATION

1. Name of Applicant: _____

2. Company Name: _____

3. Address: _____ State: _____ Zip Code: _____

4. Type of Business: _____

5. Telephone Number: _____ Fax Number: _____

6. E-Mail: _____ I do not want to receive any information via e-mail.

PART B – INFORMATION REQUESTED

Please reasonably describe the records that you are requesting in the space provided below. Please include as much detail as possible such as the respective department having possession of the records, dates, titles, or any other information that may assist us in locating the record(s) you are seeking. Please be mindful that the record that you are requesting may not exist.

PART C – METHODS OF REVIEW

I would like an appointment to review the records that I am requesting. If I desire copies, I understand that I will be charged a fee in accordance with the schedule listed below in the section entitled "Fees." I also understand that copies may not be immediately available.

I would like the requested documents mailed to me. I understand that I will be billed for copying charges and will not receive the documents until I have remitted payment to the address listed in the section entitled "Submission of Request." I understand that I will be charged a fee in accordance with the schedule listed below in the section entitled "Fees."

I would like the requested information provided via an electronic format. I understand that I may be charged a fee in accordance with the schedule listed below in the section entitled "Fees."

PART D – FEES

Should you desire copies of records, fees shall apply in accordance with Public Officers Law §87 and City of Buffalo Charter and Code §175-1 Enumeration of Fees. Advance 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 per page 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. Requests may be sent via electronic mail, postal mail, or hand delivery. Please note that you do not have to complete this form in order to request records from this Department, however, it will facilitate access to the records.

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

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

PART F – SOLICITATION OR FUNDRAISING PURPOSES CERTIFICATION & AFFIRMATION

THIS SECTION MUST ONLY BE COMPLETED IF YOU ARE REQUESTING A LIST OF NAMES AND ADDRESSES. In accordance with Public Officers Law §87(2)(b), §89(2)(b)(iii) and §89(3)(a), the City of Buffalo requires a certification from any applicant seeking disclosure of a list of names and addresses that such person will not use such lists of names and addresses for solicitation or fund-raising purposes and will not sell, give or otherwise make available such lists of names and addresses to any other person for the purpose of allowing that person to use such lists of names and addresses for solicitation or fund-raising purposes. By signing below, you certify that such list(s) will not be used for solicitation or fund-raising purpose.

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

PART G – DISPOSITION OF REQUEST-----DO NOT WRITE BELOW THIS LINE-----

- REQUEST RECEIVED** – The Department of _____ is reviewing your request. The Department will notify you as to whether your request will be granted or denied on or about the following date: _____.
- APPROVED** – The approximate date the records will be available: _____. To arrange for access to the records, contact: _____
- DENIED** – For the reason(s) checked: References are to Section 87 of the NYS Public Officers Law
- Records are specifically exempted from disclosure by state or federal statute 2(a)
 - Disclosure would constitute an unwarranted invasion of personal privacy 2(b)
 - Disclosure would impair present or imminent contract awards or collective bargaining negotiations 2(c)
 - Records are exempt from disclosure under the Law Enforcement Exemption 2(e)
 - Disclosure could endanger the life or safety of any person 2(f)
 - Records are exempt from disclosure under the Inter/Intra – Agency Materials Exemption 2(g)
 - Other: _____
- MATERIAL REDACTED** _____
- UNAVAILABLE** – For the reason(s) indicated:
- Records requested were not described in sufficient detail
 - The records you have requested are not maintained by this department
 - Records could not be located after a diligent search.
 - Other: _____

SIGNED: _____ **TITLE:** _____ **DATE:** _____

PART H – APPEALS

Any person denied access to a record or portion thereof may within thirty (30) days appeal in writing such denial to the Corporation Counsel, City of Buffalo Law Dept. 1101 City Hall, Buffalo, New York 14202. Please attach a copy of this completed form and the denial letter when filing your appeal. The Appeals Officer will evaluate the appeal and respond to you in writing within ten (10) business days after receipt of the appeal.