

**RECORDS ACCESS OFFICER
OFFICE OF THE CITY CLERK
ROOM 202 – CITY HALL
ALBANY, NEW YORK 12207
518-434-5090 434-5081 (fax)**

FREEDOM OF INFORMATION LAW REQUEST

Please complete all sections of this document in legible, printed form. Be specific about what documents or records you are requesting (Building/Codes, Police, Fire, Department of General Services, etc.). Also, know the specific time frame you are searching, and be sure of the accuracy of names and addresses. Date of birth and Social Security number are important when searching police records. Depending on the age of the record, you may be referred to the Albany County Hall of Records. The City of Albany complies with the New York State Public Officers Law §87, but please be mindful that we cannot provide records that do not exist. You will be notified as to when and where you may review material if it is substantial in volume. Under NYS law, you will be charged \$.25 per page for copying.

I hereby request the following records from the City of Albany:

Name person making the request (PRINT) _____

Representing (PRINT) _____

Mailing Address (PRINT) _____

Telephone _____

Signature

Date _____

You have the right to appeal the denial (within 30 days) of this request in writing to the Appeals Officer. An appeal shall be decided in writing within 10 business days of the receipt of the notice of appeal. Please specify the provision of the law under which you are filing the appeal. The Appeals Officer is:

*Harold Greenstein
Room 202 – City Hall
Albany, New York 12207*