

TOWN OF ITHACA

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Request for Access to Records Freedom of Information Law

Personal information is requested but not required.

Name _____ Date of request _____

Address _____

Phone number _____ Fax number _____

Email address _____

Document(s) or file(s) requested. Please be specific and include date(s) and title(s) of the records if you know them.

May we respond to your request by e-mail when possible? YES NO

Note: The Town Clerk has up to five (5) business days to respond to a request with either the timeframe for fulfilling the request or the reason for denying the request.

Town of Ithaca Use Only

Person fulfilling the request _____

Date request fulfilled _____ Method of delivery _____

Denied by _____

Reason _____

Signature or initials are requested upon receipt of record(s) _____