



TOWN OF ULYSSES
 10 Elm Street, Trumansburg, NY 14886
 ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@townofulyssesny.gov
 Town Clerk (607) 387-5767, Ext 221 clerk@townofulyssesny.gov

**APPLICATION FOR PUBLIC ACCESS TO RECORDS-
 FOIL (Freedom of Information Law)**

For more information on the Town of Ulysses' Public Access to Records Policy, please refer to Local Law 2 of 2015, available on the website or by request.

Instructions for completing a request:

- Using the table below, list the documents/files you are requesting and the time period for each. Be as specific as you can. (Use another sheet if necessary).
- Please indicate how you would like to view/receive the information: in person, electronically, paper copy, flash drive, CD, etc. (Indicate your preference below).
- Please note that a \$0.25/page charge will be applied for paper copies less than 9 x 14 inches in size; larger copies will be billed at the actual cost of reproduction, as per NY state law.

| <i>Documents requested</i> | <i>Time period of document</i> | <i>Preferred method of receipt</i> |
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(Please attach additional requests if necessary)

Signature: _____ Date: _____

Printed name: _____

Address: _____

Phone number: _____ E-mail: _____

If applicable, name of the person you are representing: _____

Send request to:
 Carissa Parlato, Town Clerk/Records Management Officer
 Town of Ulysses
 10 Elm St.
 Trumansburg, NY 14886
clerk@townofulyssesny.gov

| FOR OFFICE USE ONLY: |
|---------------------------------------------------|
| Date rec'd. _____ |
| Date 1 st response: _____ |
| Date Town Board notified: _____ |
| Date due: _____ |
| Date fulfilled or denied (<i>circle</i>): _____ |