



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

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us
 Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

**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:

1. 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).
2. Please indicate how you would like to view/receive the information: in person, electronically, paper copy, flash drive, CD, etc. (Indicate your preference below).
3. 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>

(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@ulysses.ny.us

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