

FREEDOM OF INFORMATION LAW REQUEST FORM

TO: RECORDS ACCESS OFFICER  
COUNTY OF TIOGA  
LAW DEPARTMENT  
56 MAIN STREET  
OWEGO, NY 13827

DATE: \_\_\_\_\_

**PRINT** THE FOLLOWING INFORMATION:

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME PERIOD COVERED BY REQUEST:

*(If no time period given, we reserve the right to deny as too broad or burdensome to comply.)*

\_\_\_\_\_  
SIGNATURE\* REPRESENTING: \_\_\_\_\_

\*If this request is sent via email, the typing of your name shall constitute a valid and legal signature for submission of your request. Tioga County has the right to rely upon the information submitted and shall assume no obligation to verify the "signature" provided. Any submission not using the proper and legal name of the individual requesting the information is subject to denial and/or prosecution.

**Your request will be granted, denied or acknowledged within five (5) business days of receipt of this request.**

**\*\*FOR COUNTY USE ONLY\*\***

APPROVED

DENIED (For reasons checked below)

- Unwarranted invasion of personal privacy
- Record not maintained by this Agency
- Exempted from disclosure by state or federal statute
- Compiled for law enforcement purposes - part of investigatory files
- Request too broad
- Inter-agency or intra-agency communication
- Disclosure would impair present or imminent contract awards or collective bargaining negotiations
- Disclosure would cause substantial injury to competitive position of subject enterprise
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**NOTICE: You have the right to appeal this decision. If you wish to do so, you must file a written appeal with the Tioga County Legislature within thirty (30) days of the date of denial. The appeal must contain the following information: the date and location of a request for records, the records that were denied and the name and address of the appellant.**