

**FREEDOM OF INFORMATION  
REQUEST FORM**

Karen Maczynski, Records Access Officer  
Town of Bristol  
6740 County Road 32  
Canandaigua, NY 144424

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

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

Identify above the records you are interested in as clearly as possible and check the appropriate response below.

I am requesting these records for the purpose(s) of:

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

If there are any fees for copying the records requested, please inform me before filling the request.

Please supply the records without informing me unless the fees are in the excess of \$ \_\_\_\_\_.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the persons or body to whom an appeal should be directed.

Sincerely,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email: (optional) \_\_\_\_\_

**SOME FORM OF *PHOTO IDENTIFICATION* MUST BE FURNISHED WITH THIS REQUEST.**

## FREEDOM OF INFORMATION LAW

### GENERAL INFORMATION

- By law, copies of standard size documents can cost no more than 25 cents per page. The Town of Bristol, like most agencies, charges for all documents copied at the following rates: \$.25 for minute pages, all others at actual cost.
- You may inspect documents first and then ask for copies only of the ones you really want.
- We will respond to your request within seven (7) business days from the time we receive it. If we must deny your request, you will receive written notification.
- If your request is denied, you may appeal in writing within 30 days to our agency's appeals officer. Address appeal to:

**Town of Bristol  
6740 County Road 32  
Canandaigua, NY 14424**

### GROUNDINGS FOR DENIAL OF REQUEST

- Inter-agency or intra-agency documents, except "final agency policy," "instructions to staff that affect the public" and "statistical or factual tabulations or data."
- Certain law enforcement records, but not original police reports, although some information, including the names of suspects, may be deleted.
- Records that would result in an "unwarranted invasion of personal privacy."
- Records that would impair pending contract awards or endanger collective bargaining negotiations.
- Trade secrets.
- Records which, if disclosed, would endanger anyone.
- Civil service examination questions and answers prior to the administration of the test.
- Computer access codes.
- Records specifically exempted by state or federal law.

If you have any questions, please address them to the Town Clerk's office, **585-229-2400**.