

**REQUEST FOR PUBLIC RECORDS
UNDER FREEDOM OF INFORMATION**

**To: KAREN HUMPHRES
OFFICE OF THE VILLAGE CLERK
VILLAGE OF WILLIAMSVILLE**

I hereby request to inspect the following records (Describe with as much particularity as possible):

Please indicate if you wish to inspect the above captioned records or if you would like a copy of them. (Per Ordinance 94-20, copies are \$.25 per page and copy of police reports are \$5.00 each.)

_____ **Inspection** _____ **Copy** _____ **Both**

I recognize that fees will be charged for copying and/or certification of records and will pay those fees upon notification thereof and prior to delivery.

DATE OF REQUEST _____

NAME _____

ADDRESS _____

PHONE NUMBER _____

SIGNATURE _____

AMOUNT OF FEES PAID _____

Office use only

Received by: _____

Date: _____

Authorized by: _____

Date: _____

Date: _____

UNLESS OTHERWISE NOTIFIED, YOUR REQUEST FOR PUBLIC RECORDS WILL BE COMPLIED WITH WITHIN SEVEN (7) WORKING DAYS AFTER ITS RECEIPT.