

# VILLAGE OF TUPPER LAKE

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## RECORD ACCESS REQUEST

Village records are available by request to the Records Assess Officer/ Village Clerk/Treasurer, Monday through Friday, 8:00 AM to 4:00 PM.

There is a copying fee of .20 cents per page that could be payable at the time of the request or before the information is provided plus additional postage costs.

All copying / reproduction fees are to be paid at pick up or pre-paid if the request is to be sent.

Within five (5) business days of the Records Access Request, a written response will be made.

The following item is reasonably described as the record (s) I am interested in receiving:

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Foil Request Date: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Official Use: Copying Fee: \_\_\_\_\_  
Postage/Shipping: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
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