

# HOMER POLICE DEPARTMENT

43 ½ James St.

Homer, New York 13077

Daniel D. Mack, Chief of Police

(607) 749-2022

FAX (607) 749-3675

Re: Freedom of Information Law Request

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

Records Access Officer,

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

\_\_\_\_\_  
(Attempt to identify the records in which you are interested as clearly as possible)

I understand the fees for copying the records requested are 50 cents per page and will make payment in the sufficient amount.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of this request. Therefore I would appreciate a response as soon as possible and look forward to hearing from you shortly.

If there is 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 person or body to whom an appeal should be directed.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Approved By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)