

REQUEST FOR PUBLIC RECORD
City of Ithaca



Name: _____

Address: _____

Phone: _____

FOIA # _____

Department _____

Request: Written: _____

Electronic: _____

(Not considered received until 1 business day after the transaction is made)

Date Filed: _____

I request to have the public records supplied to me by: _____ mail _____ Pick up in person

Name and description identifying public record desired (Use back if more space is needed):

***PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY OF PUBLIC RECORDS.**

I understand a public body must respond to my request within five (5) business days after it is received. The public body must grant or deny all or a portion of my request, or issue a notice extending for ten (10) business days, the period in which the public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request.

Signature

Office Use Only

Costs: In advance (over \$50.00)

Estimate: _____

Amount Due: _____

Date Available: _____

FOIA Charges

Mailing (Actual) _____

Labor _____

____ Copies @ \$.25 _____

Other _____

Sub Total _____

(-) Deposit _____

Total Amount Due \$ _____