



Adirondack Park Agency

Office Use Only - Date Stamp

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FOIL Request #

APPLICATION FOR ACCESS TO AGENCY RECORDS (Instructions on reverse page)

REQUESTOR INFORMATION

Name: _____ Telephone: _____

Mailing Address: _____

Email Address: _____ Date: _____

(Must be provided if you have requested records be emailed to you)

RECORD(S) REQUESTED (Please describe as specifically as possible; attach extra paper if needed)

Please Check One:

- I would like all electronically available records sent to my email address
- I would like to review these records (The Agency will notify you when the records are available)
- I would like copies sent to me and agree to pay the fees as listed below:

1 -10 pages.....\$0.25 per page

11 – 50 pages.....\$0.20 per page

51 pages or more.....\$0.15 per page

Large Scale Maps (36" wide) \$1.50 per linear foot

Please contact me prior to copying if the fees will exceed \$ _____

AGENCY USE ONLY

Records Available

- Records provided _____ (except those denied or not available as described below)
- The production cost for the records provided is \$ _____. Please remit to the Adirondack Park Agency
PO Box 99, Ray Brook, NY 12977 [_____ pages @ \$0.____ per page] [_____ maps @ \$1.50 per linear foot]

Records Not Available

- Records cannot be found after a diligent search
- The Agency is not the custodian for the records requested.
- Records not maintained by the Agency in the format requested.

Records Denied

Records (or part of the records) have been denied to the requestor for the reason(s) checked below (appeal procedure on reverse page)

- | | |
|---|--|
| <input type="checkbox"/> Specifically exempt by other statute | <input type="checkbox"/> Would endanger the life of any person |
| <input type="checkbox"/> Unwarranted invasion of personal privacy | <input type="checkbox"/> Are compiled for law enforcement purposes and which, if disclosed would: interfere with law enforcement investigations or judicial proceedings, deprive a person of the right to a fair trial or impartial adjudication, identify a confidential source or disclose confidential information relating to a criminal investigation, or reveal criminal investigative techniques or procedures, except routine techniques or procedure. |
| <input type="checkbox"/> Would impair present or imminent contract awards or collective Bargaining negotiations. | <input type="checkbox"/> Are computer access codes |
| <input type="checkbox"/> Are examination questions or answers | |
| <input type="checkbox"/> Are inter- or intra-agency materials that are not statistical or factual tabulations or data, instructions to the staff that affect the public, final agency policy or determinations; or external audits, including, but not limited, to audits performed by the Comptroller and the federal government | |
| <input type="checkbox"/> Are trade secrets | |

Records Access Officer Signature _____ Date _____

OFFICE USE ONLY
PAYMENT RECEIVED
 DATE STAMP

Check # _____

INSTRUCTIONS

1. **Please identify the specific records you wish to be released. Check the box that corresponds to the format in which you would like the records released. Complete the Requestor Information section, sign in the appropriate place, and give or mail to the Records Access Officer, Adirondack Park Agency, P.O. Box 99, Ray Brook, New York 12977.**

2. **If you would like to inspect specific records prior to receiving copies, please check the appropriate box and the Records Access Officer will contact you when the records are available. If after inspection you should desire copies, identify to the Records Access Officer the specific records to be copied. Make check or money order payable to the Adirondack Park Agency for copies reproduced by the Agency.**

3. **If you are denied access to records or portions of records, you may submit a written appeal to the Agency Counsel, Adirondack Park Agency, P.O. Box 99, Ray Brook, New York 12977. Except for reasons relative to trade secrets, such appeal must be made within 30 days after the receipt of the denial. If the denial is by mail, the appeal must be made within 35 days of the date of the mailing. Please attach a copy of this form when filing your appeal. The Agency Counsel will evaluate the appeal and respond in writing to you within seven (7) business days after receipt of the appeal.**

4. **For denial of access to records containing trade secrets, such appeal must be made within seven (7) business days of receipt of written notice of the denial of access. Please attach a copy of this form when filing your appeal. The Agency Counsel will evaluate your appeal and respond in writing to you within ten (10) business days after receipt of the appeal.**

Adirondack Park Agency
Records Access Officer
PO Box 99
Ray Brook, NY 12977