



Executive Director
Jason Molino
Deputy Director
Lauren Monaghan

NOTICE OF INTENTION TO EXAMINE PUBLIC RECORDS

Under the New York Freedom of Information Law, N.Y. Pub. Off. Law sec. 84 et seq., I, _____, am requesting an opportunity to inspect or obtain copies of the following public (Describe the records or information sought with enough detail to enable a proper response. Be as specific as your knowledge of the available records will allow):

This information is not being sought for commercial purposes.

The New York Freedom of Information Law requires a response time of five business days. If access to the records you are requesting will take longer than this amount of time, you will be contacted with information about when you might expect copies or the ability to inspect the requested records.

If any portion of your request is denied, you will be provided with a written justification for such denial and informed of the appeal procedures available to you pursuant to New York State law.

A fee of 25 cents per photocopy will be charged for records not in excess of 8 1/2" x 14" or the actual cost of reproducing any other record, unless a different fee is otherwise prescribed by law.

Signature of Requesting Party

Date

Printed name of Requesting Party

Email

Phone Number

Please return complete form to: Livingston County Water & Sewer Authority
Records Officer
PO Box 396
1997 D'Angelo Drive
Lakeville, NY 14480

Responses will be made in compliance with the provisions of § 89 of the Public Officer's Law.

___ Approved
___ Disapproved

Records Officer

Date