



MAYOR
BYRON W. BROWN
COMMISSIONER
BRIAN REILLY

CITY OF BUFFALO

DEPARTMENT OF ECONOMIC DEVELOPMENT, PERMIT & INSPECTION SERVICES

RECORD REQUEST FORM

Under the provisions of the New York FREEDOM OF INFORMATION LAW (F.O.I.L.), Article 6 of the Public Officers Law, I hereby request the records or portions thereof that I have reasonably described in Part "B" of this form.

PART A - APPLICANT INFORMATION

1. Name of Applicant: _____

2. Company Name: _____

3. Address: _____ State: _____ Zip Code: _____

4. Type of Business: _____

5. Telephone Number: _____ Fax Number: _____

6. E-Mail: _____ I do not want to receive any information via e-mail.

PART B – INFORMATION REQUESTED

Describe the records that you are requesting in the space provided below. Please include as much detail as possible such as dates, titles, or any other information that may assist us in locating the record(s) you are seeking. Please be mindful that the record or document that you are requesting may not exist.

PART C – METHODS OF REVIEW

I would like an appointment to review the records that I am requesting in the Office of the City of Buffalo Department of Economic Development, Permit & Inspection Services. If I desire copies, I understand that I will be charged a fee in accordance with the schedule listed below in the section entitled "Fees." I also understand that copies may not be immediately available.

I would like the requested documents mailed to me. I understand that I will be billed for copying charges and will not receive the documents until I have remitted payment to the address listed in the section entitled "Submission of Request." I understand that I will be charged a fee in accordance with the schedule listed below in the section entitled "Fees."

I would like the requested information provided via an electronic format.

PART D – FEES

If you should desire copies of records, the following fees will apply in accordance with 16 NYCRR §6-1.2. Advanced payment is required before records will be released. Please make check or money orders payable to the **City of Buffalo**.

CHARGES FOR COPYING:

Pages up to 9" x 14" \$.25 ea. Pages over 9" x 14" \$.70 ea.

The fee for special reproductions such as photocopies for large items shall be based upon the average unit cost of copying a record, excluding fixed costs of the department, such as operator salaries.

PART E – SUBMISSION OF REQUEST

After you have reasonably described the records you wish to inspect or obtain, please sign this form and return it to the address listed below. Requests may be mailed or hand delivered. Please note that you do not have to complete this form in order to request records from this Department, however, it will facilitate access to the records.

CITY OF BUFFALO DEPARTMENT OF ECONOMIC DEVELOPMENT, PERMIT & INSPECTION SERVICES

ATTN: RECORDS ACCESS OFFICER

65 NIAGARA SQUARE, CITY HALL ROOM 301

BUFFALO, NEW YORK 14202

PART F – COMMERCIAL PURPOSES CERTIFICATION & AFFIRMATION

THIS SECTION MUST ONLY BE COMPLETED IF YOU ARE REQUESTING A LIST OF NAMES AND ADDRESSES. By signing below, I certify that such list(s) will not be used for commercial or fundraising purpose. Section 87(2)(b) and 89(2)(b)(iii) of the New York State Public Officers Law permit the City of Buffalo to seek a certification from an applicant seeking disclosure of a list of names and addresses, that such list will not be used for commercial or fundraising purposes.

Signature: _____ **Print Name:** _____ **Date:** _____

I hereby affirm that the information I have provided on this request form is correct.

Signature: _____ **Print Name:** _____ **Date:** _____

PART G – DISPOSITION OF REQUEST-----*DO NOT WRITE BELOW THIS LINE*-----

REQUEST RECEIVED – The Department of Economic Development, Permit & Inspection Services is reviewing your request. The Department will notify you as to whether your request will be granted or denied on or about the following date: _____.

APPROVED – The approximate date the records will be available: _____. To arrange for access to the records, contact: _____

DENIED – For the reason(s) checked: References are to Section 87 of the NYS Public Officers Law

Records are specifically exempted from disclosure by state or federal statute 2 (a)

Disclosure would constitute an unwarranted invasion of personal privacy 2(b)

Disclosure would impair present or imminent contract awards or collective bargaining negotiations 2 (c)

Records are exempt from disclosure under the Law Enforcement Exemption 2 (e)

Disclosure could endanger the life or safety of any person 2 (f)

Records are exempt from disclosure under the Inter/Intra – Agency Materials Exemption 2 (g)

Other: _____

MATERIAL REDACTED _____

UNAVAILABLE – For the reason(s) indicated:

Records Requested were not described in sufficient detail

The records you have requested are not maintained by this department

This Department maintains the records you have requested, but the records could not be located after a diligent search.

Other: _____

SIGNED: _____ **TITLE:** _____ **DATE:** _____

PART H – APPEALS

If you are denied access to records or portions of records, you may submit a written appeal the Commissioner of Economic Development, Permit & Inspection Services, City Hall, Room 324. Such appeal must be made within **thirty (30) days** after you receive the denial. Please attach a copy of this completed form when filing your appeal. The Appeals Officer will evaluate the appeal and respond to you in writing within **ten (10) business days** after receipt of the appeal.