

**NOTICE OF INTENTION TO EXAMINE PUBLIC RECORDS
AND REQUEST FOR INFORMATION
Freedom of Information Law
Town of Lake George**

To: Town Clerk

Please take notice that on the day specified (during your regular business hours, and subject to the rules of your office) I intend to examine, with the privilege of copying, the particular records specified below.

I CERTIFY that the only purpose of the examination is to gather information, and that it will not be used for any private, commercial, fund raising, or other purpose.

_____ **Name** _____
Date of Request

_____ **Signature** _____

_____ **Address** _____

_____ **Telephone** _____

DOCUMENTS REQUESTED:

NOTICE: Within five (5) business days of the receipt of a written request for a record reasonably described, the Town of Lake George must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgement of receipt of the request and a statement of the approximate date when the request will be granted or denied. (Section 89-3, Freedom of Information Law.)

Unless a different fee is prescribed by law, the charge is \$.25 per copy up to 9 by 14 inches. (Section 87(1)(b)(iii)). Fees for copies of other records may be charged based upon the actual cost or reproduction. A copy machine is available for applicants use in making standard sized copies.