OFFICE OF THE CITY CLERK

Full Name _____

City Hall, 1 Kennedy Plaza Utica, New York 13502

Tel.: (315) 792-0113 Fax: (315) 792-0220



Melissa Sciortino City Clerk

Andrew Castilla
Deputy City Clerk

Company/Org.

INSTRUCTIONS AND APPLICATION FOR RECORDS ACCESS (FOIL REQUESTS)

Mailing Address	Phone Number
Applicant's Signature	E-mail Address Data of Pognest
	FEES FOR PROCESSING RECORDS REQUEST 25¢ per page (not exceeding 9" x 14") The fee for all other records shall not exceed the actual reproduction cost and may include: An amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record The actual cost of the storage devices or media provided to the requestor The actual cost of engaging an outside professional service to prepare a copy of a record when no City employee is able to do so Preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least 2 hours of employee time is needed to prepare a copy of the record requested A requestor shall be notified of the estimated cost of preparing a copy of the record if more than 2 hours' time is needed All fees are billed PRIOR to the release of any records, receipt of deposit required prior to compiling requests
I am requesting a physic	pecifically detailing your request! al copy of the following record(s) OR ronic copy of the following record(s)