

# Village of Avon

## Records Request

Phone 585-226-8118 Fax 585-226-6284

### Applicant's Contact Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Records Description

Type of Record: \_\_\_\_\_  
Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Description: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_

### Notification and Fees:

Your request will be forwarded to the department best able to furnish the records requested. Within five business days you will be notified of the status of your request. Upon return of the records, a 25-cent per page copy fee will be applied. Additional fees may be added if other media is required for the release of the document.

Please take notice that a submitted written request for records cannot be amended or modified orally by the applicant. All requests will be reviewed and considered based solely upon the content of the written request. No employee or official of the Village of Avon may provide you with advice or instruction regarding how to best complete a records request. Should you need advice, you should seek the advice of an attorney of your choosing.

FOIL Received By: \_\_\_\_\_ Date: \_\_\_\_\_