

City of Newburgh
FREEDOM OF INFORMATION LAW
GENERAL REQUEST FORM

This form is to be used by all persons making a request for general information and/or records from the City of Newburgh pursuant to the New York State Freedom of Information Law (Public Officers Law Article 6). Requests for the Building Inspector/Code Compliance property files should be made using a separate request form.

Name of Person making request

Date

If on behalf of an organization,
Name of Organization

Address and telephone number
to whom requested materials
are to be sent

Information Requested
(Requests shall not be denied based
upon any reason for the request.)

1. The statutory fee which the City will charge for the production of records is: **.25¢ per 8 1/2" x 11" photocopied page; and/or the actual cost of reproduction of certain other materials and records.**
2. **If the amount of materials requested would result in a significant fee to be charged, the City of Newburgh will notify the requestor of this fact. The requestor may make an appointment to come to the City offices and inspect the records at no charge, and request copies of only such records as may be desired, as a means of limiting the cost.**
3. **All requests will be acknowledged within five (5) business days. The production of certain records may require additional time.**
4. **The Freedom of Information Officer for the City of Newburgh is the City Clerk. The Freedom of Information Law Appeals Officer for the City of Newburgh is the Corporation Counsel.**

Return to: City Clerk
City Hall, 83 Broadway, Newburgh, N.Y. 12550
(845) 569-7301
FAX (845) 569-7314
(not accepted by email at this time)