



# CITY OF UTICA

## OFFICE OF THE CITY CLERK

1 Kennedy Plaza, Utica, New York 13502  
Department of Legislation  
(315)792-0117 Fax (315)792-0220

**ROBERT M. PALMIERI**  
**MAYOR**

**Melissa Sciortino**  
**CITY CLERK**

Charles Marshall  
Po Box 435  
Saratoga Springs , NY 12866

**RE: FOIL Reference #22-373**  
**Codes Dept - 425 Court Street and 1210 Culver Ave Utica NY**

### **FREEDOM OF INFORMATION- ACKNOWLEDGEMENT LETTER**

08/10/2022

Dear Charles Marshall:

Your FOIL request dated 08/10/2022 was received by the City of Utica on 08/10/2022. The request is being reviewed and I anticipate you will be contacted regarding your request on or about 09/07/2022.

Access to the records, in whole or part, will be determined in accordance with Article 89 section 5 of the Freedom of Information Law.

Once the research has been completed, I will notify you of the results of the records search and, if necessary, set a time and date for pick up of the copies if available.

Pursuant to FOIL, a fee of \$.25 per page for photocopies not exceeding 9'x14' will be charged. All other fees will be based on the material requested. You may make an appointment to view the records prior to copying to avoid cumbersome fees.

Thank you in advance for your cooperation. If you have any questions, or require further information, please do not hesitate to contact me.

Sincerely,

---

Melissa Sciortino  
Records Access Officer  
City of Utica