## OFFICE OF THE CITY CLERK

Full Name Charles Marshall

City Hall, 1 Kennedy Plaza Utica, New York 13502

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



## Melissa Sciortino City Clerk

Company/Org. Stewart's Shops Corp.

## INSTRUCTIONS AND APPLICATION FOR RECORDS ACCESS (FOIL REQUESTS)

Mailing Address P.O. Box 435	<b>Phone Number</b> (518) 581-1201 ext 4435
Saratoga Springs, NY 12866	E-mail Address cmarshall@stewartsshops.com
Applicant's Signature Chur Mell	Date of Request <u>8</u> / <u>10</u> / <u>22</u>
Send this completed application to: FOIL@cityofutica.com	FEES FOR PROCESSING RECORDS REQUEST  • 25¢ per page (not exceeding 9" x 14")  • The fee for all other records shall not exceed the actual
NOTICE TO APPLICANT	reproduction cost and may include:  - An amount equal to the hourly salary attributed to the lowest paid
In response to a request, the City will:	agency employee who has the necessary skill required to prepare a
<ul> <li>Provide notice within five (5) business days indicating receipt of the request</li> <li>Approve or deny the request, detailing any reason(s) for denial</li> <li>The City has up to twenty (20) business days to fulfill each request, if it is determined that more time is needed to fulfill your request, you will be notified accordingly</li> <li>* You have the right to appeal a denial of this application within thirty (30) days to Utica City Clerk, 1 Kennedy Plaza, Utica, New York, 13502. The City of Utica will explain the reason for such denial in writing within ten (10) business days of an appeal.</li> <li>Please complete all applicable inf unless there is an attachment specific or the provided of the requesting a physical physical</li></ul>	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  * Cormation as thoroughly as possible, pecifically detailing your request!  * all copy of the following record(s)  OR
I request any code enforcement violation or civilian complaint at the existing Stewart's Shop at: 425 Court Street or 1210 Culver Ave	
T25 Court Street of 1210 Curver Ave	
·	