

**AGENCY RESPONSE TO EMAIL REQUEST FOR RECORDS**

Dear Applicant for Records:

We received your request for records pursuant to the Freedom of Information Law on [fill in date received, or next business date received, if received after normal business hours]: \_\_\_\_\_.

1. The records that you have requested to inspect will be made available for inspection on [insert date] \_\_\_\_\_ at [insert time] \_\_\_\_\_. After inspecting the records, you may request copies of selected pages, which we will provide to you on or about [insert date] \_\_\_\_\_. If paper copies are required, payment of a fee of \$.25 per photocopy will be charged.
2. The records requested cannot be located with reasonable effort and your request does not reasonably describe records in the possession of this agency. [Indicate information necessary to locate records or the manner in which records are filed, retrieved or generated by the agency in order for the applicant to clarify the request.]
3. The records sought can not be found after a diligent search.

Accordingly, your request for records is granted in part and denied in part, and

- the requested records are attached. Certain portions have been redacted, and/or certain records have not been provided to you based on the explanation above.
- the records are not available electronically. Please remit \$ \_\_\_\_\_. Copies will be provided to you on or about \_\_\_\_\_.

You have 30 days from receipt of a denial of access to records or portions thereof to appeal to:

Name:  
Title:  
Address:  
Email Address:

4. This agency has determined that the records that you requested are not required to be made available to the public based on the following [provide reason based on one or more exceptions appearing in §87(2) of the Freedom of Information Law]:

Accordingly, your request is denied.

You have 30 days from receipt of a denial of access to records to appeal to:

Name:

Title:

Address:

Email Address:

Adoption date: February 12, 2008