

Warren County Sheriff's Office
1400 State Route 9, Lake George NY 12845

Freedom of Information Law - Request for Records

Requests for public access to records maintained by the Warren County Sheriff's Office will be accepted by email, postal mail, or in person at the Central Records office during normal business hours, 8:00 a.m. to 4:00 p.m., Monday through Friday. All requests must be made in writing and directed to the agency Records Access Officer. Please provide as much detail as possible to assist the Records Access Officer. Requests which do not reasonably describe the records requested, or are too broad in scope, shall be returned to the requestor for modification.

Requesting parties may utilize this form to expedite the records access process. Complete all portions below, printing legibly, sign and return to Central Records. The Records Access Officer will respond within five (5) business days following receipt of this request.

<u>Records Requested by:</u>	
Name: _____	Phone #: _____
Address: _____	
E-mail: _____	Fax #: _____
Representing (if applicable): _____	
Requestor's Involvement: _____	

*** Pursuant to the provisions of the New York State Freedom of Information Law, Public Officers Law Article 6, I hereby request copies of the following records:

Incident Date: _____	Incident # (if known): _____	Time: _____
Location: _____		
Specific Records Requested: _____		

*** I understand that I will be assessed a fee of 25¢ per page for records and payment must be received at the Sheriff's Office prior to the release of records.

Requestor's Signature: _____ Date: _____

Reviewed by: _____	Date: _____
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Returned for Modification (describe below) <input type="checkbox"/> Denied (describe below)	
