

NOTICE OF INTENTION TO EXAMINE PUBLIC RECORDS
OF THE VILLAGE OF GENESEO

PLEASE BE ADVISED the Village website, www.geneseony.org, contains much of the information sited below.

SUBJECT MATTER LIST:

1. Final opinions, including concurring and dissenting opinions, as well as orders, made in adjudication of cases;
2. Those statements of policy and interpretations which have been adopted by the Village and any documents, memoranda, data, or other materials constituting statistical or factual tabulations which led to the formulation thereof;
3. Minutes of meetings of the Board of Trustees, Planning Board or Board of Appeals of the Village and of public hearings held by these Boards.
4. Internal or external audits and statistical or factual tabulations made by or for the Village;
5. Administrative staff manuals and instruction to staff that affect members of the public.
6. Police blotters and booking records.
7. Payroll records.
8. Final determinations and dissenting opinions of members of the Board of Trustees of the Village, and
9. Any other files, records, papers, or documents required by any other provision of law to be made available for public inspection and copying.

I, _____ of _____
Tel. (____) _____, intend to examine and/or obtain a copy of the particular records within five (5) business days of the receipt of my written request (during your business hours, and subject to the rules of the Village), and I understand a fee of \$.25 per photo copy will be charged (unless a fee has been established).

Date: _____

Signature of Applicant

Please return completed form to:

Village of Geneseo
Marsha Merrick, Clerk/Treasurer
119 Main St.
Geneseo, NY 14454

Approved: _____ Disapproved: _____

Date: _____

Marsha Merrick, Clerk/Treasurer