

DONALD J. KRAPF, Sheriff



JACQUELINE SALVATORE, Undersheriff

COLUMBIA COUNTY SHERIFF'S OFFICE

COLUMBIA COUNTY PUBLIC SAFETY FACILITY

518 828-3344 - Law Enforcement Dispatch
518 828-3324 - Corrections/Jail Reception
518 828-0601 - Admin/Civil Enforcement

85 Industrial Tract
Hudson, New York 12534-1500
www.columbiacountysheriff.us
Emergency Call - 911

518 828-2032 - Corrections/Jail Fax
518 828-9088 - Law Enforcement Fax
518 822-8477 - Crime Tip Hotline

Request for Records Freedom of Information Law

Note: Use of this form is recommended but not mandatory.

Date: _____
Month, Day, Year

To: Records Access Officer
Columbia County Sheriff's Office

From: _____
Name - Last, First, Middle (Title If Any) Signature

Address - Street or P.O. Box, City, State Zip Code

Telephone (AC + Number) Fax (AC + Number)

- Request to inspect records.
- Request copy of records.

Fully describe the record(s) that you are seeking:

Office Employee Accepting Application: _____

Time Stamp: _____

For Office Use Only

This agency complies with the Public Officer's Law, §89[1][b][iii] and 21 NYCRR, Part 1401 Titled "Public Access to Records." Within five (5) business days of the time stamped on the reverse side, the Columbia County Sheriff's office will respond to the request as follows:

- Approved: Please contact this agency to arrange a mutually convenient time to review the record(s) requested. The contact person is: _____
- Approved: The requested record(s) have been reproduced at your request. You are required to pay for the cost of reproduction before the record(s) are forwarded:
_____ Copies @ \$.25 per copy Other Charges (Describe): _____
Total Charges: \$ _____
- Approved: The requested record(s) is enclosed.
- Acknowledged: Your request did not provide sufficient information to identify the record(s). Please provide more specific information to assist our search.
- Denied:
 - The requested record(s) is not maintained by this agency.
 - The record(s) is exempt from disclosure under the Public Officers Law, § 87(2) paragraph _____.
 - The record(s) is exempt under the Public Officer's Law, §89(2) because release of the record would be an unwarranted invasion of privacy.
 - The record(s) requested cannot be found after a diligent search.
 - The record is exempt by a statute other than the Public Officer's Law.
 - Compliance would require creation of a record that does not exist.
 - Other (Specify): _____

Remarks:

Name, Title, Signature

Date

- NOTICE: You have the right to appeal the denial of this application in writing within 30 days. Your appeal must contain:
1. The date and location of requests for records;
 2. The records that were denied;
 3. The name and address of the appellant (telephone number optional).

Appeals must be sent to Sheriff Donald J. Krapf, Columbia County Sheriff's Office, 85 Industrial Tract, Hudson, New York 12534. If the Sheriff acted as the Records Officer and denied access to the record, the appeal will be forwarded by the Sheriff to the Chairperson, Columbia County Board of Supervisors. A copy of an appeal will be sent by this office immediately upon receipt to The Committee on Open Government, Department of State, 162 Washington Avenue, Albany, New York 12231. Within 10 days, the Appeals Officer shall inform the appellant and the Committee on Open Government the results of the appeal determination.