



FREEDOM OF INFORMATION LAW (FOIL) REQUEST FORM

County of Chautauqua Industrial Development Agency (CCIDA)
Chautauqua Region Economic Development Corporation (CREDC)
Chautauqua County Capital Resource Corporation (CRC)







FOIL Request - continued	
3.	Please send the records requested by:
	Email:
	Mail: See Address Below
4.	If my request appears to be extensive or fails to reasonably describe the records and modification is required, please contact by:
	Phone:
	Email:
	Mail: See Address Below
5.	If there are any fees for providing paper copies of the records requested and mailing them to me, please inform me before filling the request (or: please supply the records without informing me if the fees are not in excess of \$).
6.	If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of copying all records onto a CD or floppy disk.
7.	As you know, the NYS Freedom of Information Law requires that an agency respond to acknowledge receipt of a request within five business days. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly. If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing (using the preferred method outlined in no. 3 above) and provide the name and address of the person or body to whom an appeal should be directed.
Sincere	ely,
	<u></u>
	is:
	rate, ZIP code:

