



University Police Department
David Dugatkin, Chief of Police
1 Hawk Drive, Service Building 105
New Paltz, NY 12561
845.257.2222

To Request Records

(commonly referred to as a "foil" request)

SUNY New Paltz
1 Hawk Drive
New Paltz, NY 12561
Re: Freedom of Information Law Request

**For police record requests submit to;
University Police-SUNY College @ New Paltz
1 Hawk Drive, SB 105
New Paltz, NY 12561**

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following)

_____ If my request appears to be extensive or fails to reasonably describe the records, please contact me in writing or by phone at _____.

If there are any fees for copying the records requested, please inform me before filling the request (or: . . . please supply the records without informing me if the fees are not in excess of \$_____).

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. 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 and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature _____

Print Name _____

Address _____

City, State, _____

ZIP code _____

Contact Phone #: _____

If you are requesting that the records be sent to you via mail, please provide a self-addressed, stamped envelope.

Records cannot be faxed.

Dial 845.257.3802 for more information.