

Application for Access to Public Records

To: **Records Access Officer**
CNYRTA/Centro
200 Cortland Ave
PO Box 820
Syracuse, NY 13205-0820

- Entity:
- CNY Regional Transportation Authority
 - CNY Centro
 - Centro Call-A-Bus
 - Centro of Oswego
 - Centro of Cayuga
 - Centro of Oneida
 - Centro Parking
 - Intermodal Transportation Center

Re: **Freedom of Information Law Request**

Under the provisions of the New York Freedom of Information Law, I hereby request records or portions thereof pertaining to:

(Please attempt to identify the records in which you are interested as clearly as possible).

I wish to:

- have copies made and sent to me. I understand that I may be charged \$.25 per page for records which are copied, due prior to such records being provided.
- Have the records sent by email if possible.
- View

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

If for any reason all or any portion of my request is denied, please inform me of the reasons for the denial in writing. I understand I may **appeal** any denial and must send a written appeal to:

CNYRTA
Chief Executive Officer
PO Box 820
Syracuse, NY 13205-0820

Name (please print)

Street Address

Signature

City, State, Zip Code

Date

Email address (optional)

Phone*

*no contact is official unless in writing or by email

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