

**\*\*\* ATTENTION \*\*\***

Please complete this application form and submit the form to:

Troy Industrial Development Authority  
Third Floor  
Troy City Hall  
1 Monument Square  
Troy, NY 12180

Please allow 7-10 business days for a reply.  
IDA charges the permitted fee of .25 cents per page for duplication of records request.

APPLICATION FOR PUBLIC ACCESS TO RECORDS



I HEREBY APPLY TO INSPECT THE FOLLOWING RECORDS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

PHONE DURING BUSINESS HOURS:

\_\_\_\_\_

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(For FOIL Officer Use Only)

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Record Cannot Be Found: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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**Notice**

*You have the right to appeal a denial of this application. The head of this agency must fully explain, in writing, the reason for such denial within ten (10) days of receipt of your appeal.*

*I hereby appeal the denial of access to the public record(s) as requested above.*

NAME (PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_