

Kathy M. Emlaw  
Norfolk Town Clerk / Tax Collector  
5 West Main Street  
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## FREEDOM OF INFORMATION REQUESTS

All requests for records and information must be in writing.

All reasonable requests will be provided within five business days after the written request is received.

An estimate of time of delivery will be provided for all requests that can not be provided within five business days.

Any denied request will be notified in writing stating the reason for denial.

The fee for photocopies is twenty-five cents per page.

Records that are available electronically will be provided in that format if requested as such.

Any other fees for requests will be estimated at the time of the request if applicable.

TOWN OF NORFOLK  
FREEDOM ON INFORMATION REQUEST FORM

DATE: \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY NAME AND ADDRESS IF APPLICABLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_