

CITY OF MOUNT VERNON
INDUSTRIAL DEVELOPMENT AGENCY
FREEDOM OF INFORMATION LAW REQUEST

TO: RECORDS ACCESS OFFICER

RETURN BY MAIL OR EMAIL:

City Hall, One Roosevelt Square, Mount Vernon, NY 10550
FOILIDA@cmvny.com

First Name: _____

Last Name: _____

Organization: _____
(If on behalf of)

Mailing Address: _____

Phone Number: _____

Email Address: _____

I hereby request to: Inspect or Obtain a Copy

Please provide a description of the records requested, including title, and date or date range if known:

Signature: _____

If copies cannot be produced electronically, the statutory fee which the IDA will charge for the production of records, is: .25¢ per 8 ½ x 11 photocopied page; and/or the actual cost of reproduction of certain other materials and records.

Note: All requests will be acknowledged within five (5) business days of receipt. If a decision cannot be determined regarding the request, whether in whole or part, within five business days, the IDA will acknowledge receipt of the request in writing and provide an approximate date of response, usually not more than twenty (20) additional business days.