

HENRIETTA FIRE DISTRICT APPLICATION TO ACCESS PUBLIC RECORDS

TO: Barbara A. Schaeffer, Secretary-Treasurer  
Records Access Officer  
Henrietta Fire District  
850 Bailey Road  
West Henrietta, New York 14586  
[bschaeffer@henriettafire.com](mailto:bschaeffer@henriettafire.com)

REQUESTOR INFORMATION:

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

ADDRESS LINE 1: \_\_\_\_\_

ADDRESS LINE 2: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

RECORD(S) REQUESTED: (Please be as specific as possible):

\_\_\_\_\_ Please contact me in writing or by phone when the records will be available for review.

OR

\_\_\_\_\_ Please mail copies of the records requested to me at the address provided.

OR

\_\_\_\_\_ Please email copies of the records requested to me at the email address provided.

If my request is too broad or fails to reasonably describe the records requested, please contact me in writing or by phone. If there are any fees for providing the records requested, please notify me before filling the request.

If any portion of my request is denied, please inform me of the reason for denial in writing and provide the name and address of the person or body to whom an appeal should be addressed.

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

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