

**TOWN OF NELSON
FREEDOM OF INFORMATION LAW (FOIL)**

NOTICE IS HEREBY GIVEN of the following pursuant to the New York State Public Officers Law Article 6 (the “Freedom of Information Law” or “FOIL”) and such general rules and regulations as were and may be promulgated by the New York State Committee on Open Government in conformity with Public Officers Law Article 6, specifically 21 N.Y.C.R.R. § 1401.9:

- **Location and Hours for Public Inspection of Records:** records shall be made available for public inspection and copying at the Town of Nelson Town Hall, located at 4085 Nelson Road, Cazenovia, New York 13035 during regular business hours (Monday, Wednesday through Friday, 9:00 a.m. to 3:00 p.m.), unless the Records Access Officer and requester of records mutually agree upon an alternative location and/or time.

- **Records Access Officer:** the Town Clerk of the Town of Nelson has been designated as the Records Access Officer for the Town of Nelson. Contact information for the Town Clerk is as follows:
 - Name: Christine Jaquez
 - Title: Town Clerk
 - Business Address: Town of Nelson Town Hall
4085 Nelson Road
Cazenovia, New York 13035
 - Business Telephone: (315) 655-8582
 - Business Email: tnclerk1@windstream.net

- **Right to Appeal:** any requester of records who has been denied access to a record has the right to appeal said denial to the Appeals Officer of the Town of Nelson. The Town Supervisor of the Town of Nelson has been designated as the Appeals Officer for the Town of Nelson. Contact information for the Town Supervisor is as follows:
 - Name: Jim Cunningham
 - Title: Town Supervisor
 - Business Address: Town of Nelson Town Hall
4085 Nelson Road
Cazenovia, New York 13035
 - Business Telephone: (315) 655-8582 Ext #4
 - Business Email: SupervisorNelsonJimC@gmail.com