

**Freedom of Information Law(FOIL) Request for Records**



**Hudson River -  
Black River  
Regulating District**

Email request to: [foils@hrbrdd.ny.gov](mailto:foils@hrbrdd.ny.gov) or mail to:  
**FOIL Officer**  
**Hudson River-Black River Regulating District**  
**54 State Street, Suite 501**  
**Albany, New York 12204**  
See more FOIL information here: <https://hrbrdd.ny.gov/contact-us/foil-request/>

Date of Request:

Dear Records Access Officer:

I am interested in the following records (include as much detail about the record as possible, such as relevant dates, names, descriptions, etc.):

If my request is too broad or does not reasonably describe the records, please contact me at the following telephone number: \_\_\_\_\_ and/or email address: \_\_\_\_\_ so that I may clarify my request, and when appropriate, inform me of the manner in which records are filed, retrieved or generated.

If the requested records cannot be emailed to me due to the volume of records identified in response to my request, please advise me of the actual cost of providing all records.

I wish to have these records emailed to me at the address indicated below.

I wish to inspect the records prior to obtaining copies.

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_