

**From:** Jenny Stein [<mailto:jenny@tribeofheart.org>]  
**Sent:** Thursday, October 17, 2013 2:14 PM  
**To:** Joan M. Mangione  
**Cc:** Angela Podufalski  
**Subject:** Freedom of Information Law Request - October 17, 2013

Oct. 17, 2013

Board of Trustees  
Village of Cayuga Heights  
Marcham Hall  
836 Hanshaw Road  
Ithaca, New York 14850

Dear Trustees:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request a copy of records or portions thereof pertaining to (or containing the following):

1. From Jan. 1, 2013 to the present, all permission forms/release forms related to deer management activities received by the Village, including but not limited to "Landowner Consent Forms" that have been completed and/or signed and submitted by individual residents and property owners.
2. From Jan. 1, 2013 to the present, all communications/correspondence/memos/emails (including all notes regarding conversations in person or by phone or by video chat) between Village officials/Village appointees/Village employees and any village residents and/or property owners related to the topics of:
  - a) Actual or potential sites within Cayuga Heights and/or any other municipality in Tompkins County, NY, for activities related to deer management; and
  - b) Permission forms/release forms/"Landowner Consent Forms" related to deer management activities.

Under current New York State law, if an agency has the ability to scan records in order to transmit them via email and doing so will not involve any effort additional to an alternative method of responding, it is required to do so. In that instance, transferring a paper record into electronic format would eliminate any need to collect and account for money owed or paid for preparing paper copies, as well as tasks that would otherwise be carried out. In addition, when a paper record is converted into a digital image it remains available in electronic format for future use.

If all the requested records cannot be emailed to me, please inform me by email of the portions that cannot be emailed and advise me of the cost for reproducing the remainder of the records requested. If, for any reason, any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

As you know, the Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Therefore, I would appreciate a response as soon as possible and look forward to hearing from you shortly.

Sincerely,  
Jenny Stein  
PO Box 373  
Ithaca, NY 14851  
[contact@cayugadeer.org](mailto:contact@cayugadeer.org)