

December 19, 2012



Service by Regular First Class Mail and by e-Mail.

Village of Ravena
Clerk-Treasurer
15 Mountain Road
Ravena NY 12143

Dear Sir/Madam:

Pursuant to the New York state PUBLIC OFFICERS LAW, ARTICLE 6 SECTIONS 84-90 FREEDOM OF INFORMATION LAW (N.Y. Pub. Off. Law Secs. 84 to 99) I hereby request access to for examination and copying of all documents and records held or kept by you or your offices pertaining to:

1. Agreements, including but not by limitation any contracts and their subsequent amendments, between the Village of Ravena relating to the move from the current RCS Community Library at 15 Mountain Road, Ravena, NY, to a location in the former Knights of Columbus Hall at 95 Main Street in Ravena;
2. All correspondence exchanged between the village of Ravena, including correspondence to and from the attorney acting on behalf of the village of Ravena in the matter of the instant relocation of the RCS Community Library from its present location at 15 Mountain Road, Ravena, NY, to a location the former Knights of Columbus Hall at 95 Main Street in Ravena;
3. All rent increases and reductions together with their justifications that became effective in the period of from on or about January 1, 2012 to on or about the effective date of January 1, 2013, and relating to the occupancy of space by the RCS Community Library at 15 Mountain Road, Ravena, NY;
4. Details of all provisions made to facilitate the operations of and to ensure seamless provision of services to the community by the RCS Community Library during the interim and transition periods from the time estimated for the relocation of the RCS Community Library from its present location at 15 Mountain Road, Ravena, NY, to a location in the former Knights of Columbus Hall at 95 Main Street in Ravena;
5. Extracts of all public hearings and meetings relating to the relocation of the RCS Community Library from its present location at 15 Mountain Road, Ravena, NY, to a location in the former Knights of Columbus Hall at 95 Main Street in Ravena;
6. All notices published by the Village of Ravena to the communities, including but not by limitation the communities of Ravena, Selkirk, Coeymans, Glenmont, the Hamlet of New Baltimore (Greene County), served by the RCS Community Library and detailing the circumstances of the relocation of the RCS Community Library from its present location at 15 Mountain Road, Ravena, NY, to a location in the former Knights of Columbus Hall at 95 Main Street in Ravena;

7. Any justification made for reducing the space occupied by the RCS Community Library, including any provisions or arrangements made by the village of Ravenna to provide alternative space for any RCS Community Library activities adversely affected by any such reduction of space.

If you or your organization does not maintain these public records and you have knowledge of their location, I hereby request that you provide all information you have by way of knowledge or belief pertaining to the holder, keeper, or possessor of said records or information; please provide me with the contact details for last-known custodian's of said records or information, including but not limited to the custodian's full name, address, telephone number and e-mail.

I agree to pay no more than US\$ 0.25 per page for copying plus postage fees, or a total of not more than \$25.00. If the cost of responding fully to this request should exceed a total of US\$ 25.00, please notify me of your reasonable estimate of the cost of complying with this request. Please provide a pro forma invoice statement indicating the anticipated charges for this request.

Pursuant to N.Y. Pub. Off. Law Sec. 89(3) you required to respond to this request within five (5) business days.

If you deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Should you deny this request please provide the contact details for appealing any negative decision.

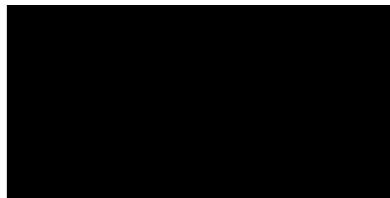
Please be advised that I am prepared to pursue whatever legal remedy necessary to obtain access to the requested records. I would note that an unreasonable violation of the open records law can resulting in the award of court costs and reasonable attorney fees (N.Y. Pub. Off. Law Sec. 89(4)(c)).

You may notify this requester when the requested disclosure is ready for pickup by telephone at [[redacted] or by e-mail to [redacted].

This request is deemed to be ongoing and any documents or information complying with this request should be disclosed and produced without additional request.

Thank you for your assistance.

Sincerely,



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