

**SCHENECTADY COUNTY
BOARD OF ETHICS**

P.O. Box 823 - Schenectady, NY 12301-0823

BOARD MEMBERS

Matthew S. Cutler, Chair

Marilyn Murphy

Frank A. Ranucci

Cathryn Bern-Smith

Carol Valenza

EXEMPTION REQUEST FORM for INDIVIDUALS

I hereby request an exemption from filing my annual Financial Disclosure Statement (FDS) form and I am submitting the following information. No previous request for an exemption has been made to the Board of Ethics by me or on my behalf.

Name _____

Home Address _____

Group & Title _____

Work Address _____

Daytime Phone _____

Email Address _____

1. My request for an exemption from filing a FDS is based upon:

Please check all that apply:

- I have not been determined by my appointing authority to hold a policy making position, but an otherwise required to file a FDS.

- My duties do not involve the negotiation, authorization, or approval of:
 - Contracts, leases, franchises, revocable consents, concessions, variances, special permits or licenses, as defined in Section 73 of the Public Officers Law;
 - The purchase, sale, rental or lease of real property, goods or services, or a contract;
 - The obtaining of grant money or loans;
 - The adoption or repeal of any rule or regulation having the force and effect of law;

- The public interest does not require disclosure in my case. The specific reasons and justification for my claim that the public interest does not require disclosure as follows:

Please list:

2. Documents:

Please check all that apply:

- A copy of the job description for the title or job classification for which I seek an exemption is attached.
- I have annexed the following supporting documents and they are to be made a part of the request.

Please list:

3. Notice to Your Employer, Board, Authority, etc.:

I have sent a copy of this request to my appointing authority on the ____ day of _____, 201__.

I understand that the submission of this request does not extend the deadline for me to file my FDS. I further understand that I may, under compelling circumstances, apply to the Board of Ethics for an extension.

Signed:

Date:

The Board of Ethics will acknowledge the receipt of this request.

CONTACTS:

- Confidential Secretary: Patricia-Ann Ellis (518) 388-4358 Fax: 388-4590
County Auditor's Office, 6th floor, County Office Building, 620 State Street.
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ethics@schenectadycounty.com
 - Counsel to the Board: Christopher H. Gardner, County Attorney (518) 388-4276
chris.gardner@schenectadycounty.com
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