

**Town of LaGrange**  
120 Stringham Road  
LaGrangeville, NY 12540  
(845)452-1830

**APPLICATION FOR PUBLIC ACCESS TO RECORDS (FOIL)**

**To:** Records Access Officer

**Date:**

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I am requesting the following from **Department:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Cell#:** \_\_\_\_\_

I am aware that I am responsible to pay for all reproduction fees for this request.

\_\_\_\_\_  
**Signature**

**Response to Applicant:**

\_\_\_ **Approved:** You may see and / or copy (this) (these) records(s)

**Date Available:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_ **#Copies:** \_\_\_\_\_ **Fee:** \_\_\_\_\_

\_\_\_ **Denied:** (for the reason(s) checked below)

- \_\_\_ Exempted by statute other than Freedom of Information
- \_\_\_ Privilege Info (Attorney / Client)
- \_\_\_ Would impair contract awards or collective bargaining agreements
- \_\_\_ Record is not maintained by this agency
- \_\_\_ Unwarranted invasion of personal privacy
- \_\_\_ Record of which this agency is legal custodian cannot be found

**DENIALS MUST BE IN WRITING AND A COPY OF THE DENIAL LETTER MUST BE ATTACHED TO THIS FORM**

\_\_\_ **Other:** No records exist

Any person denied access to records may appeal the denial with the Town Board of the Town of LaGrange within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of LaGrange, LaGrange Town Hall, 120 Stringham Road, LaGrangeville, NY 12540

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Acknowledged as completed by the Records Management Officer** \_\_\_\_\_

*As required by the Freedom of Information Law, the head or governing body of an agency, or whomever is designated to determine appeals, is required to respond within 10 business days of the receipt of an appeal. If the records are denied on appeal, please explain the reasons for the denial fully in writing as required by law. In addition, please be advised that the Freedom of Information Law directs that all appeals and the determinations that follow be sent to the Committee on Open Government, Department of State, One Commerce Plaza, 99 Washington Ave., Albany, New York 12231.*