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.