

Town of Charlton
758 Charlton Road
Charlton, NY 12019
518-384-0152

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: Freedom of Information Officer, Town Clerk

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (S)

NAME _____ DATE _____

ADDRESS _____

PHONE _____

TO: Applicant-your request is hereby:

APPROVED ()

Records may be inspected, picked up in person, or mailed to applicant. If mailed, postage will be charged. Fee for records is \$.25 per a page. Additional charges apply for large documents.

DENIED (or denied in part) for the reasons checked below:

- ☐ Release of information would constitute an unwarranted invasion of personal privacy
- ☐ Applicant may look at construction/building plans but not make a copy of them
- ☐ Records requested cannot reasonably located based on description
- ☐ Release of information would endanger the life or safety of a person
- ☐ No records exists which responds to request/record cannot be found
- ☐ Interagency or intra-agency materials
- ☐ Evidentiary records withheld as criminal action still pending
- ☐ Exempted by a law other than FOIL
- ☐ Identity withheld because no criminal action pending
- ☐ Other _____

FREEDOM OF INFORMATION OFFICER

DATE

APPLICANT

DATE

Any person denied to records may appeal the denial in writing 30 days. Such appeal shall be heard by the Town Attorney of the Town of Charlton, 758 Charlton Rd, Charlton, NY 12019.

Original-town Copy-applicant

Rev. 07/11