Kathryn Connolly, Records Access Officer
Town of North Greenbush

Freedom of Information Request

1) Date Request Made: _____

2) Type of Record Requested: _____

3) Copies Requested: _____ Yes _____ Dollar Limit, if any

_____ No, Access Only Requested

4) Date of Timeframe of Record Requested: _____

5) Signature of Requestor: _____

Agency or Organization: _____

Address: _____

Telephone Number: _____

6) Purpose for Making Request: _____

FAILURE TO FILE YOUR REQUEST WITH THE DESIGNATED RECORDS ACCESS OFFICER, KATHRYN CONNOLLY, MAY RESULT IN A DELAY IN THE PROCESSING OF YOUR REQUEST. YOUR COMPLIANCE IS APPRECIATED.

Please be advised that Kathryn Connolly, the Town Records Access Officer, has five (5) business days in which to respond to your request. At that time, you will be advised as to whether the request is approved or disapproved. If approved, a date will be provided by which the record will be made available. If disapproved, the reason for disapproval will be set forth as well as information as to the filing of an appeal from such disapproval. Please be further advised that if copies are requested, the expense is $ .25 per page. No copies will be provided until payment is received.

FOR USE BY TOWN ONLY:

Dear _____:

( ) Your application for access to the records described is approved. _____

We anticipate that the records will be available for review by _____.

( ) Your application for copies of the records described above is approved.

Your anticipated charge for photocopies is $_____.
Please remit payment and copies of the requested records will be provided within ten (10) days after payment is received.

Should you wish to pick them up in person, please call ahead and arrange a time: Kathryn Connolly, Records Access Officer 283-4306.

( ) Your application for records described above is disapproved for the following reason:

( ) exempt from disclosure pursuant to statute
( ) unwarranted invasion of privacy
( ) impairment of present or imminent contract award or collective bargaining
( ) trade secrets or commercial enterprise information not subject to FOIL
( ) compiled for law enforcement purposes
( ) disclosure would endanger life or safety of a person
( ) inter-agency or intra-agency communications
( ) examination questions or answers prior to final administration of questions
( ) security of information technology assets
( ) materials prepared under V & T Law § 1111-a

If your request is disapproved, you have a right to appeal to the Town Board of the Town of North Greenbush. All appeals shall be handled pursuant to the FOIL and Town Code, §141-7.