

Freedom of Information Request Form

- 1) Type of record requested: _____
- 2) Date of record requested: _____
- 3) Department record is requested from: _____
- 4) Date of request: _____
- 5) Signature of Requestor: _____
- 6) AGENCY OR ORGANIZATION: _____

PRINT YOUR NAME: _____
PRINT E-MAIL: _____
ADDRESS OF REQUESTOR: _____
CONTACT NUMBER: _____

FAILURE TO FILE YOUR REQUEST WITH THE DESIGNATED RECORDS ACCESS OFFICER, JANICE HANNIGAN KERWIN, MAY RESULT IN A DELAY IN THE PROCESS OF YOUR REQUEST. YOUR COMPLIANCE IS APPRECIATED.

Please be advised that Janice Hannigan Kerwin, 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 records 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 cost is \$.25 per page. No copies will be provided until payment is received.

FOR USE BY TOWN ONLY

- Your Application for Access to the record described above is approved. _____
We anticipate that the records will be available for review by: _____
- Your application for copies of the records described is approved. _____

Your anticipated charge for photocopies is \$_____

After payment is received, copies of the requested records will be provided within (10) days after payment is received. Should you wish to pick them up in person, please call ahead and arrange a time with Janice Hannigan Kerwin, Records Access Officer @ 518-283-4306 ext. 21

- Your application for records described above is disapproved for the following reason:
- Exempt from disclosure pursuant to statute
 - Unwanted invasion of privacy
 - Impairment of present or imminent contract award or collective bargaining
 - Trade secrets or commercial enterprise 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 Laws 1111-a

If your request is disapproved, you have the 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 147-7.