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# Town Of Au Sable

111 Au Sable Street, Keeseville New York 12944

Telephone: 518-834-9052 Fax: 518-834-9519

## FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: \_\_\_\_\_ Department (please specify)

I wish to inspect the following record(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

.....

TO: Applicant-your request is hereby:

APPROVED \_\_\_\_\_ TOTAL CHARGE:\$ \_\_\_\_\_

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

DENIED (or denied in part) for the reasons check 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 be located based on description
- Release of information would endanger the life or safety of a person
- No Record exists which responds to request/record cannot be found
- Record is not maintained by this agency
- 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 \_\_\_\_\_

\_\_\_\_\_  
RECORDS ACCESS OFFICER

\_\_\_\_\_  
DATE

Any person denied access to records may appeal the denial in writing within 30 days. Such appeal shall be heard by the Town Attorney of the Town of Au Sable, 111 Au Sable Street, Keeseville, NY 12944.