

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

**FREEDOM OF INFORMATION LAW (FOIL) REQUEST**

TO: Freedom of Information Officer

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (S)

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NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

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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, 784 Charlton Rd, Charlton, NY 12019.