



FOIL - APPLICATION FOR PUBLIC ACCESS TO RECORDS



Date: _____

To: Patricia L. Christensen, Records Access Officer

I wish to inspect the following record(s): (Identify records you are interested in as clearly as possible.)

You may inspect documents first and then ask for copies of the ones you actually want.

Signature: _____

Email: _____

Printed Name: _____

Phone: _____

Address: _____

City State Zip

- Freedom of Information Law § 89 (3): Each entity subject to the provisions of this article, within five business days of the receipt of a written request for a record reasonably, described, shall make such record available to the person requesting it, deny such a request in writing or furnish a written acknowledgement of the receipt of such request and statement of the approximate date when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision five of this section.
- Records may be emailed upon request. If they cannot be emailed, notification will be sent as to the options available for obtaining the records.
- There is a \$.25 copying charge for standard copies made. Additional charges apply for large documents (actual cost of reproduction), CDs, or photographs.
- Records may be inspected, picked up in person, emailed, or mailed to applicant. If mailed, postage will be charged.

FOR AGENCY USE ONLY

APPROVED Date: _____ NOTIFICATION: Oral; Written Date: _____ Date Available: _____
Copies: Number _____ Fee: _____

NOTES: _____

DENIED Date: _____ WRITTEN NOTIFICATION Date: _____

Denied for the reason(s) checked below

- Exempted by statute other than Freedom of Information
- Unwarranted invasion of personal privacy
- Would impair contract awards or collective bargaining agreements
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found
- Reasonable Description not provided-Record(s) cannot be located with reasonable effort

Other(specify) _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town Board, Town of Milo, 137 Main Street, Penn Yan, NY 14527.

Signed _____ Records Access Officer, Patricia L. Christensen