

TOWN OF GREENBURGH, OFFICE OF THE TOWN CLERK
177 Hillside Avenue, Greenburgh, NY 10607
Tel: (914) 989-1500; Fax: (914) 993-626 Email: townclerk@greenburghny.com

APPLICATION FOR FREEDOM OF INFORMATION REQUEST (FOIL Form)

To: Judith A. Beville, Town Clerk & Records Access Officer Date: _____

From: Name (Print) _____ Day Phone: _____

Mailing Address: _____
(Street Address) City/Town/Village (State) (Zip)

Representing: _____ From Dept.: _____
(Self, Company, Other)

Email Address: _____ Fax No.: _____
(Please print clearly)

Please note there will be a charge for copying, if required, as well as a charge for electronic access, if applicable.

(Check) **I hereby request** ___ copies, ___ electronic copies (if available), ___ to inspect the following record (s)

Please specify the record(s) requested. Specify reason for request. (Optional):

THIS SECTION FOR AGENCY USE ONLY

This Application has been:

APPROVED

___ The record(s) you requested will be available for pickup or by US Mail upon your remittance of the required duplication fee of \$ _____

Please call (914) 989-1500, ext. 5 to make arrangements.

___ Attached are electronic copies of the records you requested.

___ There will be a delay in fulfilling your request. Anticipated date of completion: _____

DENIED for the following reason(s):

___ Confidential Disclosure

___ Unwarranted disclosure of personal privacy

___ Record of which this agency is the legal custodian of, cannot be found

___ Exempted by statute other than the Freedom of Information Law (FOIL)

___ Other (explain) _____

Name/Signature of Person Approving or Denying Application Title Date

TO THE APPLICANT: You have the right to appeal a denial of this application to the Town Board. Should you decide to appeal, you must do so within thirty (30) days of the denial. You may submit a statement with your appeal explaining why you feel that the decision should be overturned. You may also attach supporting documentation. Denial of access to a record maintained by the agency or failure by an agency to respond to a request within the time limits established in Section 89(3) of FOIL are the two situations that give rise to the right to file an administrative appeal. A statement by an agency that it does not possess a record or that the record cannot be found after a diligent search is not a denial of access. You may request that this response is "Certified" by the individual whom the Town Clerk believes is in the best position to provide it. "Access" relates to situations in which an agency possesses a record but is not allowing the requestor to inspect or copy the record in whole or in part.

(Please check): **I HEREBY APPEAL** _____ Date: _____