

TOWN OF HENDERSON
12105 Town Barn Rd.
Henderson, New York 13650

Phone: 315-938-5542 Ext. 21

Fax: 315-938-7249

FOIL REQUEST

_____ I wish copies of the following record(s) at \$.25 per 8 1/2 X 11 copy. _____ I wish to inspect the following record(s).

#1 _____

#2 _____

#3 _____

Signature _____

Printed Name _____

Date _____ Phone Number _____

Address _____

For Agency Use Only

Approved Request Include _____

Denied Request Include _____

Picked-up Items include _____ Copies at \$.25 per copy for a total of _____

Mailed Items include _____ Copies at \$.25 per copy totaling _____ plus postage of _____ for a total of _____

Request Denied for the reasons checked below (Item Indicated By Number)

_____ Exempted by statute other than Freedom of Information

_____ Unwarranted invasion of personal privacy

_____ Trade secret; confidential commercial information

_____ Law enforcement records

_____ Would endanger the life or safety of any person

_____ Interagency or intra-agency materials

_____ Record of which this agency is legal custodian cannot be found

_____ Record is not maintained by this agency

_____ Would impair contract awards or collective bargaining agreements

_____ Other (specify) _____

Records Management Officer and Date

Any person denied access to records may appeal within 30 days of the denial. Such appeals should be addressed to the Town Supervisor of the Town of Henderson, 12105 Town Barn Rd., Henderson, NY 13650.

The law defines "agency" to include all units of state and local government in NYS and defines "record" as "any information kept, held, filed, produced or reproduced by, with or for an agency or the State Legislature, in any physical form whatsoever..." (section 84(4)). An agency has five business days of the receipt of a written request to either make the request available, deny access and explain, or furnish an acknowledgment of receipt of request and give an approximate date the request will be granted.