



Town Of Amenia

4988 Route 22, Amenia, NY 12501
voice: 845-373-8118 x100/101 fax: 845-373-8140
townclerk@ameniany.gov

Application for Access to Records (FOIL)

Date Applied: _____

Foil Number: _____

Under the provision of the New York Freedom of Information Law, Article 6 of the Public Officers Law (FOIL),

I request information from the following Department: Assessor Building Planning Supervisor
 Town Clerk Other _____

Tax Grid # (if applicable): _____

Description of Requested Record: _____

Applicant: _____

Address: _____

Street or P.O. Box

City/Town State Zip

Phone: _____

Email Address: _____

Fax Number: _____

Signature: _____

Please check one of the following:

- I request to review these documents in person.
- I request printed reproduction for pick up at the cost of 25¢ per letter or legal size page and 35¢ for 11"x17" page.
- I request documents to be mailed to the address on this form or faxed to the fax number on this form (with corresponding fee if necessary).
- I request documents (letter size only) to be emailed to the email address provided.

Response to the Applicant

Approved You may review and/or copy this (these) record(s) as follows:

Date: _____ Time: _____ Location: _____

Photocopies will be provided for the following amount(s)

Number of photocopies (25¢ or 35¢ per copy) No. of Copies: _____ Fee: \$ _____

Postal Service or Fax fee: _____ Fee: \$ _____

Total Due \$ _____

Denied for the reason(s) checked below:

- Exempted by Statute Other than Freedom of Information
- Trade secret: Confident Commercial Information
- Would Danger the Life or Safety of Any Person
- Record of Agency as Legal Custodian Cannot be Found
- Would Impair Contract Awards or Collective Bargaining Agreements
- Other _____
- Current Examination Questions or Answers
- Interagency or Intra-Agency Materials
- Unwarranted Invasion of Person Injury
- Record is Not Maintained by this Agency

Any person denied access to records may appeal the denial with the Town Board of the Town of Amenia within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Amenia, 4988 Rt. 22, Amenia, NY 12501.

Date Completed: _____

Total Fee: \$ _____

Staff Initials: _____