

**TOWN OF GUILDERLAND**

5209 Western Turnpike PO Box 339

Guiderland, NY 12084

Phone: (518) 356-1980 Ext. 1059

Fax: (518) 356-3955

**Freedom of Information Law Request  
Application for Public Access to Records**

Date: \_\_\_\_\_

To: Lynne M. Buchanan, Records Access Officer

I am seeking access to the following record(s): **(Please identify records you are interested in as clearly as possible.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I wish to: \_\_\_\_\_ **Receive Copies of Related Documents (If cost exceeds \$25 you will be contacted prior to copying the records)**

\_\_\_\_\_ **Inspect the Records In Person prior to requesting copies**

**There is a statutory fee of \$.25 per page, and oversize copies are actual cost of reproduction. Documents available electronically may be transmitted at no charge.**

Applicant's Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email (if requesting and electronic transmittal is available): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Use Only**

APPROVED

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Charge: \_\_\_\_\_

**DENIED (for the reason(s) checked below)**

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

Any person denied access to records may appeal denial within 30 days of the denial. Such appeal should be addressed to the Supervisor - Town of Guiderland, PO Box 339, Guiderland, NY 12084