Peter G. Barber
Town Supervisor

Lynne M. Buchanan
Records Management Officer

TOWN OF GUILDERLAND
ALBANY COUNTY, ROUTE 20
P.O. BOX 339
GUILDERLAND, N.Y. 12084-0339
(518) 356-1980
FAX: (518) 356-3955
TownClerk@togny.org

FREEDOM OF INFORMATION LAW REQUEST
APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

Submitted to: Lynne M. Buchanan, Records Management Officer

Submitted by: _____
First   M.I.   Last

_____
Street Address   Apartment/Unit #

_____
City   State   Zip Code

_____
Phone   E-Mail

I am seeking access to the following records: *(please identify records that you are interested in as clearly as possible.*

Include dates, times, and locations if applicable) _____

_____

_____

_____

There is a statutory fee of $.25 per page, and oversized copies are actual cost of reproduction.
Documents available electronically maybe transmitted at no charge.

I wish to: ☐ Receive copies of related records (if cost exceeds $25 you be contacted prior to copying the records).

☐ Inspect records in person prior to requesting copies.

☐ Requested records by e-mail (no charge).

_____   _____   _____
(Print Name)   (Signature)   (Date)

AGENCY USE ONLY

Approved	**Denied** (for the reason(s) checked below)	
Date: _____	☐ Law enforcement records	☐ Interagency or intra-agency materials
	☐ Record was not maintained by this agency	☐ Unwarranted invasion of personal privacy
Time: _____	☐ Would endanger the life or safety of any person	☐ Trade secret; confidential commercial
	☐ Exempted by statute other than Freedom of Information	☐ Record of which this agency is legal custodian cannot be found
Charge: $_____	☐ Would impair contract awards or collective bargaining agreements	
	☐ Other: _____	

*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 Guilderland, PO Box 339, Guilderland, NY 12084*

04/2024