

Peter G. Barber  
Town Supervisor

Lynne M. Buchanan  
Records Management Officer

TOWN OF GUILDERLAND  
ALBANY COUNTY, ROUTE 20  
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(518) 356-1980  
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[TownClerk@togny.org](mailto: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 documents (if cost exceeds \$25 you be contacted prior to copying the records).  
 Inspect the records in person prior to requesting copies.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### AGENCY USE ONLY

<p><b>Approved</b></p> <p>Date: _____</p> <p>Time: _____</p> <p>Charge: \$ _____</p>	<p><b>Denied</b> (for the reason(s) checked below)</p> <table border="0"> <tr> <td><input type="checkbox"/> Law enforcement records</td> <td><input type="checkbox"/> Interagency or intra-agency materials</td> </tr> <tr> <td><input type="checkbox"/> Record was not maintained by this agency</td> <td><input type="checkbox"/> Unwarranted invasion of personal privacy</td> </tr> <tr> <td><input type="checkbox"/> Would endanger the life or safety of any person</td> <td><input type="checkbox"/> Trade secret; confidential commercial</td> </tr> <tr> <td><input type="checkbox"/> Exempted by statute other than Freedom of Information</td> <td><input type="checkbox"/> Record of which this agency is legal custodian cannot be found</td> </tr> <tr> <td><input type="checkbox"/> Would impair contract awards or collective bargaining agreements</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other: _____</td> <td></td> </tr> </table> <p><i>Any person denied access to records may appeal denial within <b>30 days</b> of the denial. Such appeal should be addressed to the Supervisor: Town of Guilderland, PO Box 339, Guilderland, NY 12084</i></p>	<input type="checkbox"/> Law enforcement records	<input type="checkbox"/> Interagency or intra-agency materials	<input type="checkbox"/> Record was not maintained by this agency	<input type="checkbox"/> Unwarranted invasion of personal privacy	<input type="checkbox"/> Would endanger the life or safety of any person	<input type="checkbox"/> Trade secret; confidential commercial	<input type="checkbox"/> Exempted by statute other than Freedom of Information	<input type="checkbox"/> Record of which this agency is legal custodian cannot be found	<input type="checkbox"/> Would impair contract awards or collective bargaining agreements		<input type="checkbox"/> Other: _____	
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