

**TOWN OF WALWORTH
3600 LORRAINE DRIVE
WALWORTH, NY 14568**

FREEDOM OF INFORMATION REQUEST FORM

Aimee Phillips, Records Access Officer
Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568
315.986.1400, Option 9

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

Identify above the records you are interested in as clearly as possible.

I understand that there is, and am willing to pay, a \$.25 per page charge of copied records.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature: _____

Printed Name: _____

Address: _____

City/Town/State Zip: _____

Telephone/Cell Number: _____

Date: _____

FOR AGENCY USE ONLY

APPROVED: _____ DATE: _____ TIME: _____
PHOTOCOPIES: _____ CHARGE: _____

DENIED: (FOR THE REASON(S) CHECKED BELOW)

- _____ EXEMPT BY STATUE OTHER THAN FREEDOM OF INFORMATION
- _____ UNWARRANTED INVASION OF PERSONAL PRIVACY
- _____ WOULD IMPAIR CONTRACT AWARDS OR COLLECTIVE BARGAINING AGREEMENTS TRADE SECRET; CONFIDENTIAL COMMERCIAL INFORMATION LAW ENFORCEMENT RECORDS
- _____ WOULD ENDANGER THE LIFE OR SAFETY OF ANY PERSON
- _____ INTER-AGENCY OR INTRA-AGENCY MATERIALS
- _____ RECORD IS NOT MAINTAINED BY THIS AGENCY
- _____ WOULD IMPAIR CONTRACT AWARDS OR COLLECTIVE BARGAINING AGREEMENTS
- _____ RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
- _____ OTHER (SPECIFY)

ANY PERSON DENIED ACCESS TO RECORDS MAY APPEAL THE DENIAL WITHIN 30 DAYS OF THE DENIAL. SUCH APPEALS SHOULD BE ADDRESSED TO THE SUPERVISOR OF THE TOWN OF WALWORTH, 3600 LORRAINE DRIVE, WALWORTH, NY 14568.