

**TOWN OF PLATTEKILL**  
**PO BOX 45, MODENA NY 12548**  
**(845) 883-7331      Fax: (845) 883-7207**

**F.O.I.L. REQUEST**  
**Application for Public Access to Records**

The Freedom of Information Law (FOIL), N.Y. Public Officers Law §§ 84-90, ensures government transparency by making most records open and available for public inspection.

Upon filling out & signing this FOIL request, this is a written acknowledgement that we received the request. FOIL Laws state that within twenty (20) business days from the date of the acknowledgement, you will receive the records requested. However, if circumstances prevent disclosure of the requested record within that time period, the public agency/municipality must inform the requestor in writing of the reason for its inability to grant the request and provide a date certain, within a reasonable period, when the request will be granted in whole or in part.

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

To: Records Access Officer,

I wish to inspect the following record(s): Please identify the records you are interested in as clearly as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copies are \$.25 per page.

Number of Copies Requested: \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_

I have received the information requested: \_\_\_\_\_

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

**Agency Use Only**

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

Time \_\_\_\_\_

# Of Photocopies: \_\_\_\_\_

Charge \_\_\_\_\_

**DENIED FOR THE FOLLOWING REASONS:**

\_\_\_\_\_ Exempted by statue other than Freedom of Information

\_\_\_\_\_ Unwarranted invasion of privacy

\_\_\_\_\_ Other

Any person denied access to records may appeal the denial within 30days of the denial.  
Such appeals should be addressed to the Town Board. PO Box 45, Modena NY 12548