

VILLAGE OF WALDEN
1 MUNICIPAL SQUARE
WALDEN, NY 12586
845-778-2177 x1503

APPLICATION FOR PUBLIC ACCESS TO RECORDS (FOIL REQUEST)

Requests can be mailed or hand delivered, emailed: Clerk@villageofwaldenny.gov, or faxed: 845-778-2170

DATE: _____ DEPARTMENT: _____

Specific document(s) you would like to view/copy:

NAME: _____ PHONE #: _____

Mailing Address: _____

Representing (if State employee, list the name of the employing agency as well as address)

How would you like the responsive document(s) presented to you? ***Please check ONE:***

Hard copy ____ (\$0.25 per page) **OR** No cost options: Email ____ Fax ____ View Only ____

EMAIL: _____ FAX #: _____

Please do not write below this line: FOR VILLAGE OF WALDEN USE ONLY

APPROVED: You may see and/or copy the record(s) at a cost of \$0.25 per page as listed below:

DATE CONTACTED: _____ TIME: _____ SPOKE TO or LEFT MESSAGE
NUMBER OF PAGES: _____ COST: _____ EMAILED or FAXED

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

- Exempted by statute 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.
- Interagency or intra-agency materials.
- Current examination questions or answers.
- Record is not maintained by this agency.
- Record of which this agency is legal custodian cannot be found
- Other (specify) _____

Signature of Record Access Officer

Any person denied access to records may appeal the denial with 30 days of the denial. Such appeal shall be heard by the Village Manager.