

**TOWN OF GREENVILLE
P.O. BOX 38
Greenville, NY 12083**

Jessica K. Lewis
Town Clerk-Tax Collector

(518) 966-5055 x5
fax: 518-966-4108

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

To: Jessica Lewis, Town Clerk-Collector, FOIL Officer

I wish to inspect the following record(s): (Identify records you are interested in as clearly and specifically as possible)

You may inspect documents first and then ask for copies of the ones you actually want.

Number of Copies requested (\$.25 per copy): _____

Signature _____

Printed Name: _____

Address: _____

Telephone: _____

FOR AGENCY USE ONLY

APPROVED date _____ No. Photocopies _____ x .25 = _____ Paid date _____

DENIED for the reason(s) checked below:

- Exempt 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
- Record is not maintained by this agency
- 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: FOIL Appeal Officer, Town of Greenville, PO Box 38, Greenville, NY 12083.