

# TOWN OF STARKEY

## FOIL - APPLICATION FOR PUBLIC ACCESS TO RECORD

Date \_\_\_\_\_

To: Candace J. Iszard, Records Access Officer

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

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

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Freedom of Information Law § 89 (3): Each entity subject to the provisions of this article, within five business days of the receipt of a written request for a record reasonably, described, shall make such record available to the person requesting it, deny such a request in writing or furnish a written acknowledgement of the receipt of such request and statement of the approximate date when such request will be granted or denied, including, where appropriate, a statement that access to the record will be determined in accordance with subdivision five of this section. ☐ Records may be emailed upon request. If they cannot be emailed, notification will be sent as to the options available for obtaining the records. ☐ There is a \$.25 copying charge for standard copies made. Additional charges apply for large documents (actual cost of reproduction), CDs, or photographs. ☐ Records may be inspected, picked up in person, emailed, or mailed to applicant. If mailed, postage will be charged.

### FOR AGENCY USE ONLY

**APPROVED** Date: \_\_\_\_\_ NOTIFICATION: Oral; Written Date: \_\_\_\_\_

Copies: Number \_\_\_\_\_ Fee: \_\_\_\_\_ Date Available: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DENIED** Date: \_\_\_\_\_ WRITTEN NOTIFICATION Date: \_\_\_\_\_

Denied for the reason(s) checked below

- |   |  |
|---|--|
| <input type="checkbox"/> Exempted by statute other than Freedom of Information                                    | <input type="checkbox"/> Interagency or intra-agency materials           |
| <input type="checkbox"/> Unwarranted invasion of personal privacy   | <input type="checkbox"/> Record is not maintained by this agency         |
| <input type="checkbox"/> Would impair contract awards or collective bargaining agreements                         | <input type="checkbox"/> Law enforcement records                         |
| <input type="checkbox"/> Trade secret; confidential commercial information  | <input type="checkbox"/> Would endanger the life or safety of any person |
| <input type="checkbox"/> Record of which this agency is legal custodian cannot be found                           |  |
| <input type="checkbox"/> Reasonable Description not provided - Record(s) cannot be located with reasonable effort |  |
| <input type="checkbox"/> 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  
Town Board, Town of Starkey, 40 Seneca Street, Dundee, NY 14837

Signed \_\_\_\_\_ Records Access Officer, Candace J. Iszard