



TOWN OF BLACK BROOK

18N MAIN STREET, P.O. BOX 715
AU SABLE FORKS, NEW YORK 12912
TELEPHONE (518) 647-5411

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: _____ Department (please specify)

I wish to inspect the following record(s): _____

Name _____

Mailing Address _____

Phone (W) _____ (H) _____

TO: Applicant-your request is hereby:

APPROVED _____

TOTAL CHARGE: \$ _____

Records may be inspected, picked up in person, or mailed to applicant. If mailed, postage will be charged. Fee for records is \$.25 per page. Additional charges apply for large documents, photographs, or tapes.

DENIED (or denied in part) for the reasons check below:

- ☐ Release of information would constitute an unwarranted invasion of personal privacy
- ☐ Applicant may look at construction/building plans but not make a copy of them
- ☐ Records requested cannot reasonably be located based on description
- ☐ Release of information would endanger the life or safety of a person
- ☐ No Record exists which responds to request/record cannot be found
- ☐ Record is not maintained by this agency
- ☐ Interagency or intra-agency materials
- ☐ Evidentiary records withheld as criminal action still pending
- ☐ Exempted by a law other than FOIL
- ☐ Identity withheld because no criminal action pending
- ☐ Other _____

RECORDS ACCESS OFFICER

DATE

Notice: If your request is denied, you may appeal that denial to the head of this agency:

Jon P. Douglass, Town Supervisor

18 N. Main Street, P.O. Box 715

Au Sable Forks, NY 12912

(518) 647-5411 Ext. 4

Appeals must be received within 30 days of denial.