

**TOWN OF ROTTERDAM**

1100 Sunrise Boulevard  
Rotterdam, NY 12306  
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**Freedom of Information Law Request  
Application for Public Access to Records**

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

To: Town Clerk's Office

I am seeking access to the following record(s): **(Please identify records you are interested in as clearly as possible.)** \_\_\_\_\_

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

I wish to: \_\_\_\_\_ **Receive Copies of Related Documents (If cost exceeds \$25 you will be contacted prior to copying the records)**  
\_\_\_\_\_ **Inspect the Records in Person prior to requesting copies**

**There is a statutory fee of \$.25 per page, and oversize copies are actual cost of reproduction. Documents available electronically may be transmitted at no charge.**

Applicant's Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email (if requesting and electronic transmittal is available): \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Agency Use Only**

APPROVED

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

Time: \_\_\_\_\_

Charge: \_\_\_\_\_

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

- Law enforcement records  Interagency or intra-agency materials
- Record was not maintained by this agency  Unwarranted invasion of personal privacy
- Would endanger the life or safety of any person
- Exempted by statute other than Freedom of Information
- Trade secret; confidential commercial information
- Would impair contract awards or collective bargaining agreements
- Record of which this agency is legal custodian cannot be found
- Other (specify) \_\_\_\_\_