

TOWN OF WARWICK



EILEEN ASTORINO
TOWN CLERK
132 Kings Highway
Warwick, New York 10990
Tel: (845) 986-1124, ext. 248
Fax: (845) 987-1499

Carolyn Purta, Deputy Town Clerk
Melissa Stevens, Registrar & Deputy Town Clerk

APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE RECEIVED: _____

TIME: _____

To: Eileen Astorino, Records Access Officer

In accordance with Section 89.3 of the Freedom of Information Law, response to a written request for a record reasonably described shall be made within five (5) business days of receipt. All research must be conducted on the premises. Records not in excess of 9" x 14" may be photocopied for a fee of \$.25 per copy.

I wish to inspect the following records (s): Identify the records you are interested in as clearly 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: _____
City/State/Zip: _____
Daytime Phone: _____

=====

FOR AGENCY USE ONLY

Date Completed: _____ **Initials:** _____
Photocopies: Number _____ **Charge** _____

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
- 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 the Supervisor of the Town of Warwick, 132 Kings Highway, Warwick, NY 10990.

You may email your completed form to the Town Clerk at clerk@townofwarwick.org fax it to (845) 987-1499.

Received Completed Request Date