

# TOWN OF WARWICK

FOIL # \_\_\_\_\_  
DUE DATE \_\_\_\_\_



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

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

## 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:** \_\_\_\_\_

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### 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](mailto:clerk@townofwarwick.org) or fax it to (845) 987-1499.

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Applicant's signature)