

Town of Amsterdam
283 Manny's Corners Road
Amsterdam, NY 12010

**REQUEST FOR ACCESS TO PUBLIC RECORDS
ACCORDING TO FREEDOM OF INFORMATION LAW (FOIL)**

Date: _____

Request by: _____ Telephone No.: _____

Address: _____

Description of records: _____

Copies wanted: Yes No

Signature: _____

FOR DEPARTMENT USE ONLY

DATE: _____ DEPARTMENT: _____

REQUEST GRANTED: _____

REQUEST DENIED (Check Appropriate Box)

- Records requested are not found
- Application fails to describe the requested records (reasonably describe)
- Records are not maintained by this agency
- Records are exempted from disclosure by state or federal statute
- Confidential disclosures
- Part of investigation files

Other basis or explanation: _____

Signature & Title of Town Official

If denied, you may appeal this decision by filing an appeal within 30 days of the date of this decision, to the Town Board of the Town of Amsterdam at 283 Manny's Corners Road, Amsterdam, NY.

cc: Applicant (with decision), Town of Amsterdam Records Access Officer