

# TOWN OF ROTTERDAM

## FOIL REQUEST • Town Clerk's Office



John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306  
Phone: 518-355-7575 Ext. 352 • Fax: 518-355-7837 • [foil@rotterdamny.org](mailto:foil@rotterdamny.org) •

### Freedom of Information Law Request (FOIL) Application

I wish to INSPECT or OBTAIN (*circle one*) copies of the following records:

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

Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Email response preferred: Yes ☐ No ☐

Records may be inspected, picked up in person, mailed or sent electronically via e-mail.  
There is a statutory fee of \$.25 per page, with oversized copies at the actual cost of reproduction.  
Documents available electronically may be transmitted at no charge.

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### Office Use

Date: \_\_\_\_\_ Total Charge \$: \_\_\_\_\_

Applicant – your request is hereby:

**APPROVED** \_\_\_\_\_

### **DENIED (for reason(s) checked below):**

- ☐ Law enforcement records
- ☐ Interagency or intra-agency materials
- ☐ Record not maintained by this agency
- ☐ Unwarranted invasion of personal privacy
- ☐ Would endanger the life or safety of any person
- ☐ Exempted by statute other than FOIL
- ☐ Trade secret / confidential commercial information

- ☐ Would impair contract awards or collective bargaining agreements
- ☐ Record cannot be found by the legal custodian
- ☐ Other (specify):

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