



The Town of East Greenbush

225 Columbia Turnpike, Rensselaer, New York 12144

REQUEST FOR PUBLIC RECORDS

NAME: _____ DAY PHONE: _____

ADDRESS: _____ DATE: _____

EMAIL ADDRESS: _____

Please be specific in your request, providing as much information as you have including dates, names, locations and incident report numbers if known.

RECORD REQUESTED:

Signature: _____

Date: _____

REPLY: REQUESTED RECORD/S ATTACHED UNABLE TO LOCATE RECORD/S

FOIL Reply handled by: _____

DATE: _____

DENIAL OF ACCESS: I hereby certify that access has been denied to the applicant for the reason(s) checked below:

exempted by other statute

confidential disclosure

part of an investigatory file

unwarranted invasion of personal property

Other: _____

ADDRESS APPEALS TO: **EAST GREENBUSH TOWN ATTORNEY, 225 COLUMBIA TURNPIKE, RENSSELAER, NY 12144**

You have thirty (30) days from receipt of a denial of access to records or portions thereof to appeal.

COST OF COPIES: Remit to: *Town Clerk's Office, 225 Columbia Turnpike, Rensselaer, NY12144*

_____ Page(s) @ \$0.25 per page, plus _____ postage = Total cost for copies \$ _____

Payment received by: _____ Date: _____

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