

TOWN OF COLONIE
534 NEW LOUDON ROAD
MEMORIAL TOWN HALL
LATHAM, NY 12110

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: _____ Department (please specify)

I wish to inspect the following record(s): _____

Name _____

Mailing Address _____

Phone (W) _____ (H) _____

Email Address _____ Email Response Preferred yes no

TO: Applicant – your request is hereby:

APPROVED _____

TOTAL CHARGE: \$ _____

Records may be inspected, picked up in person, or mailed to applicant or sent via email, if practical. Fee for records is 25¢ per page plus the cost of postage, if mailed. Additional charges apply for large documents, photographs, tapes or electronic media storage. Please make checks payable to the “Town of Colonie” and remit payment to the address above attention Records Access Officer. Payment must be received before records may be released.

DENIED (or denied in part) for the reasons checked below:

- Release of information would constitute an unwarranted invasion of personal privacy
- Dates of Birth, SS#, phone numbers, addresses and/or complainant information
- Applicant may look at construction/building plans but not make a copy of them
- Records requested cannot reasonably be located based on description
- Release of information would endanger the life or safety of a person
- No record exists which responds to request/record cannot be found
- Record is not maintained by this agency
- Interagency or intra-agency materials
- Evidentiary records withheld as criminal action still pending
- Exempted by a law other than FOIL _____
- Identity withheld because no criminal action pending
- Other _____

RECORDS ACCESS OFFICER

DATE

Any person denied access to records may appeal the denial in writing within 30 days. Such appeal shall be heard by the Town Attorney of the Town of Colonie, Memorial Town Hall, 534 New Loudon Road, Latham, NY 12110.