

Requests may be submitted via mail, fax to (518) 786-7324 or email to infofoil@colonie.org.

TOWN OF COLONIE  
MEMORIAL TOWN HALL  
534 NEW LOUDON ROAD  
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 (for email response)(optional) \_\_\_\_\_

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TO: Applicant – your request is hereby:

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

**TOTAL CHARGE:** \$ \_\_\_\_\_

Records may be inspected, picked up in person, 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, or disks. 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
- \_\_\_\_ 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, P.O. Box 508, Newtonville, NY 12128.