

Desiree Potvin, Town Clerk
Town of Woodbury
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**Freedom of Information (FOIL) Request –
Application for Access to Public Records**

PLEASE PRINT

Name of Applicant: _____

Full Address: _____

Phone Number: _____

e-mail address: _____

Check one: Examine Photocopies (\$0.25 per copy) Email

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List the records that you wish to examine or have copied. Use back of page for more space.

**Please be specific as to the type of information you require**

THESE RECORDS ARE NOT PERMITTED FOR FUND-RAISING PURPOSES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE**

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Distribution Information: Supervisor/Accounting Police Department
 Assessor's Office Town Clerk's Office Highway Department
 Other _____

Date Received: _____ Date Completed: _____

Picked-Up Mailed Faxed E-Mailed (if possible)¹

Amount Due \$ _____ Cash Check Credit Card²

DENIED Reason for denial: _____

APPEAL PROCEDURE:

You may appeal this denial to the Town of Woodbury Town Board, at the above address, and a copy must be sent to the NYS Committee on Open Government. Your appeal must be received within thirty days of the date of the denial. Upon receipt of your appeal, the Board has ten days to either explain further your denial or to supply you with the records you requested.

¹ Depending on the document's format and size, it may not be possible to e-mail.

² Credit Card company charges a \$1.50 minimum surcharge for using a credit card for payment.