

Freedom of Information/Records Access/Open Meetings Law

The Town Clerk is the Town's Records Access Officer. If you wish access to a particular record, you may complete the Freedom of Information Request Form and send it to:

Town Clerk
Town of Lewisboro
PO BOX 500
South Salem, NY 10590

or bring it to the Town Clerk's office at 11 Main Street, South Salem, NY.

Your request for a record must reasonably describe the record and include information which would facilitate identifying and locating the record. Within five business days of receipt of your request we must either make the records available, deny access in writing giving reasons for the denial, or furnish a written acknowledgment of the request and tell you when the record will be available. There is a charge of 25 cents per page for a copy up to 9x14 inches. Larger copies are charged at the actual cost of production.

If your request is denied, you may appeal the Town Board within 30 days of the denial. Upon receipt of an appeal the Town Board must render a decision within 10 business days.

**REQUEST FOR RECORDS
PURSUANT TO FREEDOM OF INFORMATION LAW**

Pursuant to New York State Freedom of Information Law, I hereby request the following documents from the records of the Town of Lewisboro.

Department _____

Records requested:*

Date _____ Signature _____

Phone _____ Name _____

Address _____

According to law, you will be advised within five business days whether your request is granted or denied, or you will be advised of the approximate date the request will be granted or denied.

* If you are requesting a list of names and addresses, a notarized sworn statement will be required indicating that the list will not be used for commercial or fund-raising purposes.

APPROVAL/DENIAL

Your request is hereby approved.

Your request is hereby denied for the reason noted below.

Date _____ Signature _____

Kathleen G. Cory/Records Access Officer

There is a 25¢ per page charge for normal copying. You may be charged actual cost of reproduction in some cases.