

File with:
Janet L. Donohue, Town Clerk
P. O. Box 500, 11 Main Street
South Salem, New York 10590

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 _____

Email _____ 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.

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APPROVAL/DENIAL

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☐ Your request is hereby approved

☐ Your request is hereby denied for the reason noted below.

☐ The document requested is not in the custody of the Town.

If granted, requested record(s) will be provided by:

Date _____ Signature _____

Janet L. Donohue
Records Access Officer

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

Pursuant to the Freedom of Information law, adopted January 1, 1978, you have a right of access to governmental records of the Town of Lewisboro.

A "record" is defined by the law as "any information kept, held, filed, produced or reproduced by, with or for an agency or the State Legislature, in any physical form whatsoever...."

According to law, all records are accessible except records or portions of records that fall within one of the following categories:

- ▶ (A) Any record specifically exempted from disclosure by state or federal statute;
- ▶ (B) Any record that would, if disclosed, result in an unwarranted invasion of personal privacy;
- ▶ (C) Any record which would if disclosed impair present or imminent contract awards or collective bargaining negotiations;
- ▶ (D) Any record which is a trade secret or is submitted to an agency, which would if disclosed cause substantial injury to the competitive position of the subject enterprise;
- ▶ (E) Records which are compiled for law enforcement purposes and would interfere with law enforcement investigations, deprive a person of a right to a fair trial or impartial adjudication, identify a confidential source or confidential information, reveal criminal investigative techniques or would endanger the life or safety of any person,
- ▶ (F) Records which are inter-agency or intra-agency communications except for:
 - (I) Statistical or factual tabulations or data
 - (II) Instructions to staff that affect the public
 - (III) Final agency policy or determinations
 - (IV) External audits
- ▶ (G) Records which are examination questions or answers
- ▶ (H) Records which are Computer Access Codes.