

**Town of Bethel Town Clerk's Office**  
**P.O. Box 300, White Lake, NY 12786**  
**Phone: (845) 583-4350 ext. 101**  
**Fax: (845) 583-4710**  
**E-mail:townclerk@townofbethelny.gov**

**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  Scanned  Photocopies (\$0.25 per copy) \$\_\_\_\_\_ max. amount

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List the records that you wish to examine or have copied. **Please be specific as possible.**

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

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

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**Distribution Information:**       Supervisor/Accounting       Constables       Town Clerk's Office  
 Assessor's Office       Building Department       Animal Control  
 Other \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Picked-Up       Mailed       Faxed       Scanned/E-Mailed

Amount Due \$ \_\_\_\_\_  Cash       Check       Credit Card<sup>1</sup>

- DENIED
- \_\_\_\_\_ Exempted by statute other than Freedom of Information
  - \_\_\_\_\_ Unwarranted invasion of personal privacy
  - \_\_\_\_\_ Would impair contract awards or collective bargaining agreements
  - \_\_\_\_\_ Trade secret; confidential commercial information
  - \_\_\_\_\_ Law enforcement records
  - \_\_\_\_\_ Would endanger the life or safety of any person
  - \_\_\_\_\_ Interagency or intra-agency materials
  - \_\_\_\_\_ Record is not maintained by this agency
  - \_\_\_\_\_ Record of which this agency is legal custodian can not be found
  - \_\_\_\_\_ Other \_\_\_\_\_

**APPEAL PROCEDURE:**

You may appeal this denial within 30 days to the Town of Bethel Supervisor [supervisor@townofbethelny.gov](mailto:supervisor@townofbethelny.gov) and a copy must be sent to the NYS Committee on Open Government. Upon receipt of your appeal the Supervisor has ten days to either explain further your denial or to supply you with the records you requested.

<sup>1</sup> Credit Card company charges a 2.6% in-person and 3.5% over the phone plus .15¢ for credit or debit payments