

**Clayton Barber, Supervisor**

David Gload, *Deputy Supervisor*

Richard Klages, *Councilperson*

John Casey, *Councilperson*

William Mitchell, *Councilperson*

John J. Champine, Jr. *Superintendent of Highways*

Bruce Bourgeois, Jr. *Town Clerk/Tax Collector*



## FREEDOM OF INFORMATION LAW (FOIL) REQUEST

To: \_\_\_\_\_ Department (please specify)

I wish to inspect the following record(s):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Applicant: Your request is hereby:

APPROVED \_\_\_\_\_

Records may be inspected, picked up in person or mailed to the applicant. If mailed, postage will be charged. Fee for records is \$0.25 per page. Additional charges apply for large documents, photographs or tapes.

DENIED \_\_\_\_\_

- \_\_\_ Release of information would constitute an unwarranted invasion of personal privacy
- \_\_\_ Applicant may look at construction/building plans but may 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
- \_\_\_ Identity withheld because no criminal action pending
- \_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
RECORDS ACCESS OFFICER SIGNATURE

Any person denied access to records may appeal the denial in writing within 30 days. Such an appeal shall be heard by the Town Attorney.