

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 _____
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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.