


Supervisor
Brent Sweet
Deputy Supervisor
Michael Fayette
Director of Finance
Shawn Thomas
Council Members
Ronald Thomson
Gene Kring

 OF THE THOUSAND ISLANDS
TOWN OF ALEXANDRIA
COUNTY OF JEFFERSON
46372 CO ROUTE 1
ALEXANDRIA BAY, NEW YORK 13607
PHONE 315/482.9519 FAX 315/482.6342
TDD 800/662.1220

Town Clerk
Sandra Caputo
Supt of Highways
Mike Tibbles
Town Justice
David Cortright
George Shaefer III Esq.
Attorney
Andrew W. Silver

FREEDOM OF INFORMATION REQUEST

DATE REQUESTED: _____
THE Request for Record(s) should be directed to the Following Department: _____
(For RMO Use Only)

REQUESTED BY: _____
(Print Name) (Contact Phone Number)

(Complete Mailing Address)

RECORD(S) REQUESTED (Attached Additional Paper if Necessary): _____

SIGNATURE: _____
(Person requesting the record(s) must sign)

Fee Schedule
A fee of \$0.25 per page for copies of documents and/or computer printout pages may be applied to FOIL requests.

Availability for Record Inspection and Copying
Upon appointment, public records maintained by the Town Clerks Office are available for inspection or coping on weekdays between the hours of 9:00 a.m. and 3:00 p.m. AT THE Municipal Building, 43672 co Rte. 1, Alexandria Bay, NY 13607. Call 315-482-9519 to make an appointment.

Submit Completed form To
Records Management Officer, Sandra Caputo, 43672 Co Rte. 1, Alexandria Bay, NY 13607, Fax: (315) 482-2303,
alexclrk@townofalexandria.org

FOIL COMPLETION: _____ DENIED: _____
(Signature of Requestor) (Signature / or Name & Office of Denier)