**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)

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 (Complete Mailing Address)

RECORD(S) REQUESTED (Attached Additional Paper If Necessary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 copying 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 ext. 1 to make an appointment.

**Submit Completed form To**

Records Management Officer, Jessica Hudon, 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)