



Town of Delaware

104 Main Street, PO Box 129 • Hortonville, NY 12745
845/887-5250 • www.townofdelaware-ny.us

FREEDOM OF INFORMATION LAW (FOIL) REQUEST

TO: Records Access Officer

Date: _____

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records (list SBL if appropriate) or portions thereof pertaining to:

Name: _____

(Please Print)

Signature: _____

Address: _____

Phone: _____

FAX: _____

=====

FOR AGENCY USE ONLY

Approved: _____

Date: _____

of copies _____

Denied (state reason): _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town Supervisor at the above address.