

TOWN OF LANSING  
29 Auburn Road  
Lansing, New York 14882

**FREEDOM OF INFORMATION LAW (FOIL) REQUEST**

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

I wish to inspect onsite  I wish to receive copy(s) of the following record(s): \_\_\_\_\_

I understand all copy and postage expenses are to be **pre-paid**.

Name \_\_\_\_\_

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

Address where copies are to be mailed. \_\_\_\_\_

Phone (W) \_\_\_\_\_

(H) \_\_\_\_\_

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TO: Applicant - your request is hereby:

APPROVED \_\_\_\_\_

TOTAL CHARGE IF APPLICABLE: \$ \_\_\_\_\_

Records may be inspected, picked up in person, or mailed to applicant. If mailed, **postage will be charged and must be pre-paid**. Fee for records is **25¢ per page**. Additional charges apply for large documents, or photographs.

DENIED (or denied in part) for the reasons checked below:

\_\_\_\_\_ Release of information would constitute an unwarranted invasion of personal privacy

\_\_\_\_\_ Applicant may look at construction/building plans but 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

\_\_\_\_\_ Exempted by a law other than FOIL

\_\_\_\_\_ Identity withheld because no criminal action pending

\_\_\_\_\_ Other \_\_\_\_\_

DATE \_\_\_\_\_

Any person denied access to records may appeal the denial in writing within 30 days. Such appeal shall be heard by the Town Attorney of the Town of Lansing, 29 Auburn Road, Lansing, New York 14882