



The Town of East Greenbush

225 Columbia Turnpike, Rensselaer, New York 12144

REQUEST FOR PUBLIC RECORDS

NAME: _____ DAY PHONE: _____

ADDRESS: _____ DATE: _____

Please be specific in your request, providing as much information as you have including dates, names, locations and incident report numbers if known.

RECORD REQUESTED:

REPLY: REQUESTED RECORD/S ATTACHED UNABLE TO LOCATE RECORD/S

FOIL Reply handled by: _____ DATE: _____

DENIAL OF ACCESS: I hereby certify that access has been denied to the applicant for the reason(s) checked below:

- exempted by other statute
- confidential disclosure
- part of an investigatory file
- unwarranted invasion of personal property
- Other: _____

Signature: _____ Title: _____ Date: _____

ADDRESS APPEALS TO: **EAST GREENBUSH TOWN ATTORNEY, 225 COLUMBIA TURNPIKE, RENSSELAER, NY 12144**

COST OF COPIES: Remit to: *Town Clerk's Office, 225 Columbia Turnpike, Rensselaer, NY 12144*

_____ Page(s) @ \$0.25 per page, plus _____ postage = Total cost for copies \$ _____

Payment received by: _____ Date: _____

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