

Town of Walworth

Freedom Of Information Request Form

Walworth Town Clerk Office • (315) 986-1400 (Option 9)
3600 Lorraine Drive | Walworth, NY 14568

FREEDOM OF INFORMATION REQUEST FORM

To: Nadine Seppeler, Records Access Officer
Town of Walworth
3600 Lorraine Drive
Walworth, NY 14568
(315) 986-1400 (Option 9)

I hereby request to inspect the following records. Please include, if possible, document title, date, or other descriptive information.

According to FOIL, public agencies are required to provide copies of records in the format and on the medium desired by the person filing the request if the agency can reasonably do so. Please provide these records to me (select one):

☐

PAPER COPY (*Please Note: A fee of \$0.25 per page for copies of documents and/or electronic printouts will be applied*)

☐

ELECTRONIC/DIGITAL COPY

☐

IN PERSON (PLEASE CALL FOR APPOINTMENT)

I CERTIFY THAT THE PURPOSE OF THE EXAMINATION IS NOT TO OBTAIN NAMES & ADDRESSES FOR COMMERCIAL OR FUND-RAISING PURPOSES.

Signature

Printed Name

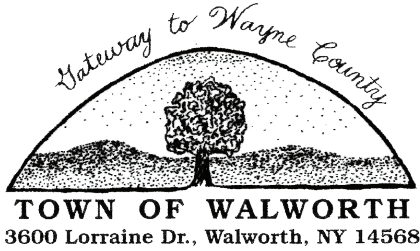
Name of Organization Representing (If Applicable)

Mailing Address

Town/State/Zip

Phone Number

Email Address



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THIS PAGE FOR AGENCY USE ONLY

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REQUEST APPROVED

☐

REQUEST DENIED (SEE BELOW)

____/____/____
Date Approved

Time

Material Charge (If Applicable)

REQUEST DENIED FOR REASON(S) INDICATED BELOW:

☐

Confidential Disclosure

☐

Unwarranted Invasion of Personal Privacy

☐

Record Of Which This Agency Is Legal Custodian Cannot Be Found

☐

Record Is Not Maintained By This Agency

☐

Exempted By Statute Other Than The Freedom Of Information Act

☐

Part of Investigatory Files

☐

Other (Specify):

Signature

Title

Date

NOTICE: Any person denied access to records may appeal the denial of this application
within 30 days of the denial. Any such appeals should be addressed to:

WALWORTH TOWN SUPERVISOR, 3600 LORRAINE DRIVE, WALWORTH NY 14568.