



Town of Palmyra



1180 Canandaigua Road
Palmyra, NY 14522

315-597-5521

315-597-4013 FAX

townclerk@palmyrany.com

www.palmyrany.com

Application for Public Access to Records, Including FOIL Requests

REQUESTOR

NAME: _____ PHONE: _____

ADDRESS: _____

I hereby apply to request copies of/ or inspect the following record:

Please check here if you would like copies: _____ Quantity: _____
(Copies are \$.25/page)

I understand that if the information requested is not always easily obtainable, and a search is required, a fee of \$13.00 per hour will be assigned and does not guarantee we are able to locate the requested item. This is an addition to the per page copy fee stated above.

What is the maximum dollar amount you are willing to pay for copies? \$ _____

If necessary, what is the maximum dollar amount you are willing to pay for search? \$ _____

NAME: _____ DATE: _____

PALMYRA TOWN REPRESENTATIVE

APPROVED: _____

DENIED FOR REASON BELOW:

- | | |
|---|---|
| ☐ Confidential disclosure | ☐ Record of which this agency is legal custodian cannot be found |
| ☐ Unwarranted invasion of personal privacy | ☐ Record is not maintained by this agency |
| ☐ Part of investigatory files | ☐ OTHER: _____ |
| ☐ Exempted by statute other than FOIA | |

NAME: _____ TITLE: _____ DATE: _____

NOTICE TO REQUESOR: You have the right to appeal a denial of this application to the Town Board, Palmyra Town Hall, 1180 Canandaigua Rd, Palmyra NY 14522

I herby appeal: NAME: _____ DATE: _____