

# TOWN OF CHESTER

LINDA. A. ZAPPALA

TOWN CLERK  
REGISTRAR

RECORDS ACCESS OFFICER

## FREEDOM OF INFORMATION LAW (FOIL)

### APPLICATION FOR PUBLIC ACCESS TO RECORDS

TOWN CLERK'S OFFICE

1786 KINGS HIGHWAY  
CHESTER, NY 10918

Tel: (845) 469-7000x4

Fax: (845) 469-9242

---

To: RECORDS ACCESS OFFICER

I hereby apply to: inspect/obtain (circle one) copies of the following records:

---

---

---

UNDER PENALTY OF LAW, I AFFIRM THAT THIS REQUEST OF DOCUMENTS IS NOT GOING TO BE USED FOR COMMERCIAL PURPOSE, MARKETING OR FINANCIAL GAINS.

NOTE: A fee of 25 cents per copy will be charged for all copies requested. Fees for documents larger than 9x14 (reproduced by a private contractor), data files and recordings will be charged for the actual cost of reproduction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

---

We are in receipt of your request and will be contacting you with our findings. Your request may be denied, fulfilled completely or in part. In accordance with Section 89.3 of the Freedom of Information Law, response to a written request for a record reasonably described shall be made within 5 business days of receipt.

---

#### FOR AGENCY USE ONLY

Approved \_\_\_ Records to be ready for inspection or reproduced by: \_\_\_\_\_ (Date)

Denied \_\_\_ (reason(s) below:

\_\_\_ Confidential Disclosure    \_\_\_ Part of Investigatory Files    \_\_\_ Unwarranted Invasion of Personal Privacy

\_\_\_ Record of which this Agency is Legal Custodian cannot be found    \_\_\_ Record is not maintained by the Agency

\_\_\_ Exempted by Statute other than the Freedom of Information Law

\_\_\_ Other (specify) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_