



TOWN OF GALWAY

SARATOGA COUNTY, NY

ESTABLISHED 1792

Margaret L. DeFoe

Galway Town Clerk

5910 Sacandaga Road

Galway, New York 12074

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APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: MARGARET L. DEFOE, RECORDS ACCESS OFFICER

I wish to inspect the following record(s): (Identify records you are interested in as clearly as possible.)

You may inspect documents first and then ask for copies of the ones you actually want.

SIGNATURE: _____

PRINTED NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME PHONE: _____

FOR AGENCY USE ONLY

APPROVAL

DATE _____ # OF PHOTOCOPIES REQUESTED: _____ CHARGE \$ _____

DENIED (For the reason(s) checked below)

- Exempted by statute other than Freedom of Information
- Unwarranted invasion of personal privacy
- Would impair contract awards or collective bargaining agreement
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Inter-agency or intra-agency materials
- Record is not maintained by this agency
- Record of which this agency is legal custodian cannot be found
- Other (specify)

Any person denied access to records may appeal the denial within 30 days of such denial. Such appeals should be addressed to the Supervisor of the Town of Galway, 5910 Sacandaga Road, Galway, NY 12074