

VILLAGE OF WALDEN  
1 MUNICIPAL SQUARE  
WALDEN, NY 12586  
845-778-2177 x1501

APPLICATION FOR PUBLIC ACCESS TO RECORDS (FOIL REQUEST)

Requests can be mailed or hand delivered, emailed: mkraus@villageofwalden.org, or faxed: 845-778-2170

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Specific document(s) you would like to view/copy:

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NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

Representing (if State employee, list the name of the employing agency as well as address)

How would you like the responsive document(s) presented to you? ***Please check ONE:***

Hard copy \_\_\_\_ (\$0.25 per page) **OR** No cost options: Email \_\_\_\_ Fax \_\_\_\_ View Only \_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

***Please do not write below this line:*** FOR VILLAGE OF WALDEN USE ONLY

APPROVED: You may see and/or copy the record(s) at a cost of \$0.25 per page as listed below:

DATE CONTACTED: \_\_\_\_\_ TIME: \_\_\_\_\_ SPOKE TO or LEFT MESSAGE  
NUMBER OF PAGES: \_\_\_\_\_ COST: \_\_\_\_\_ EMAILED or FAXED

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 agreements.
- Trade secret; confidential commercial information.
- Law enforcement records.
- Would endanger the life or safety of any person.
- Interagency or intra-agency materials.
- Current examination questions or answers.
- Record is not maintained by this agency.
- Record of which this agency is legal custodian cannot be found
- Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature of Record Access Officer

Any person denied access to records may appeal the denial with 30 days of the denial. Such appeal shall be heard by the Village Manager.