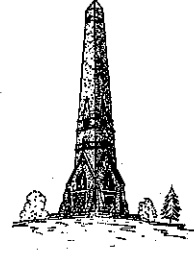


TOWN of SARATOGA
12 SPRING STREET
SCHUYLERVILLE, NY 12871
TELEPHONE # (518) 695-3644
FAX # (518) 695-9247

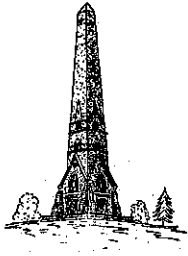


Freedom of Information Law

Public Records Access:

To request access to public records of the Town of Saratoga, you must complete the attached application and forward it to the Town Clerk of the Town of Saratoga.

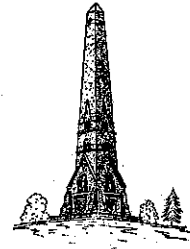
1. All requests must be in writing.
2. Copies of records may be obtained at \$.25 per 8½" x 10½" copy.
Documents any larger and for reproducing photographs, maps, etcetera, the actual cost of reproduction will be charged, as well as mileage and time.
3. Allow five (5) business days for acknowledgment of receipt of your request.



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Application for Public Access to Records

Date: _____

To: _____, Records Access Officer

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

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

Signature: _____

Printed Name: _____

Address: _____

Phone number: _____

For Agency Use Only

Approved _____ Date _____ Time _____

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
- _____ Record in 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 the denial. Such appeals should be addressed to the Supervisor of the Town of Saratoga, 12 Spring Street, Schuylerville, NY 12871.

Article 6 of the Public Officer Law requires that an agency respond to a request for access to public records within five (5) business days of receipt of the request.