

Town of Ramapo
237 Rt. 59, Suffern, N.Y. 10901

Phone (845) 357-5100 Fax (845) 357-8513

FREEDOM OF INFORMATION LAW (FOIL)
APPLICATION FOR PUBLIC ACCESS TO TOWN RECORDS

Records Access Officer: Jeffrey A. Posner, Town Clerk
Town records are open for inspection Monday – Friday 9am to 5pm

Email requests to: clerk@ramapo.gov

I HEREBY APPLY TO INSPECT THE FOLLOWING TOWN RECORD(S):

Full Name (Print)	Signature
Address	City/State/Zip
Daytime Phone	Date of Request
Email Address	

THERE IS A CHARGE OF \$.25 PER COPIED PAGE ALLOWED BY LAW

BELOW FOR TOWN USE ONLY

☐ Request Approved ☐ No Charge for Record ☐ Charge

☐ Request Denied for the Reason(s) below:

- ☐ Confidential Disclosure
- ☐ Part of Investigatory Files
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Record Not Located
- ☐ Record not Maintained by this Agency
- ☐ Would impair contract awards/collective bargaining agreements
- ☐ Trade secret, confidential commercial information
- ☐ Law enforcement records
- ☐ Exempted by Statute other than the Freedom of Information Act
- ☐ Other (Specify) _____

Certification Fee:	_____
Photocopy Fee:	_____
Total to be Paid:	_____

Signature of Town Rep.	Title	Date
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NOTICE: 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 Ramapo, 237 Route 59, Suffern, NY 10901.

I HEREBY APPEAL: ☐