

**TOWN OF HORICON**  
**PO Box 90, 6604 State Rt. 8**  
**Brant Lake, NY 12815**  
**Phone: (518) 494-4643 / Fax: (518) 494-7721**  
**townclerk@horiconny.gov**

**APPLICATION TO EXAMINE PUBLIC RECORDS AND/OR REQUEST FOR INFORMATION**  
**Freedom of Information Law**

Date of Request: \_\_\_\_\_

To: Records Management Officer

I wish to inspect or obtain copies of the following record(s) or document(s): (Identify records you are requesting as clearly as possible.)

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Unless a different fee is prescribed by law, the charge is \$0.25 per copy up to 9 by 14 inches. Fees for copies of other records may be charged based upon the actual cost or reproduction. If requested, documents may be provided electronically at no charge when possible.

Number of copies requested: \_\_\_\_\_ (\$0.25/copy) Total Charge: \_\_\_\_\_

I CERTIFY that the only purpose of my request is to gather information, and that it will not be used for any private, commercial, fund raising, or other purpose.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ST/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If you are requesting copies please indicate how they are to be sent:  Mail  E-mail  Fax

**Submit request form to: Town Clerk, PO Box 90, Brant Lake, NY 12815, or by email to [townclerk@horiconny.gov](mailto:townclerk@horiconny.gov)**

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**FOR RMO USE ONLY**

APPROVED

Date of response to request: (must be within 5 business days) \_\_\_\_\_

Date Records provided: \_\_\_\_\_ Via: \_\_\_\_\_

DENIED (for the reason(s) checked below)

- Unwarranted invasion of personal privacy
- Would impair contract awards or collective bargaining agreements
- Trade Secrets; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Interagency 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 to the Supervisor of the Town of Horicon, PO Box 90, Brant Lake, NY 12815 or [townofhoricon@yahoo.com](mailto:townofhoricon@yahoo.com).