

**TOWN OF WALWORTH  
3600 LORRAINE DRIVE  
WALWORTH, NY 14568**

**FREEDOM OF INFORMATION REQUEST FORM**

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Jenna Camacho, Records Access Officer  
Town of Walworth  
3600 Lorraine Drive  
Walworth, NY 14568  
315.986.1400, Option 9

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to:

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*Identify above the records you are interested in as clearly as possible.*

I understand that there is, and am willing to pay, a \$.25 per page charge of copied records.

If for any reason any portion of my request is denied, please inform me of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

City/Town/State Zip: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR AGENCY USE ONLY**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CHARGE: \_\_\_\_\_

DENIED: (FOR THE REASON(S) CHECKED BELOW)

\_\_\_\_\_ EXEMPT BY STATUE 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

\_\_\_\_\_ INTER-AGENCY OR INTRA-AGENCY MATERIALS

\_\_\_\_\_ RECORD IS NOT MAINTAINED BY THIS AGENCY

\_\_\_\_\_ WOULD IMPAIR CONTRACT AWARDS OR COLLECTIVE BARGAINING AGREEMENTS

\_\_\_\_\_ 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 WALWORTH, 3600 LORRAINE DRIVE, WALWORTH, NY 14568.