

Town of Knox  
2192 Berne Altamont Road  
P.O. Box 116  
Knox, NY 12107

**FREEDOM OF INFORMATION REQUEST**

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

To: Kimberly Swain, Records Management Officer  
Identify records you are interested in as clearly as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Number of copies requested: (.25 per copy) \_\_\_\_\_

Map copies - cost of reproduction \_\_\_\_\_

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

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

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

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

Phone Number: \_\_\_\_\_

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**FOR AGENCY USE ONLY**

APPROVED

Date \_\_\_\_\_ Time \_\_\_\_\_

Photocopies: Number \_\_\_\_\_ Charge \_\_\_\_\_

DENIED (for the reason(s) checked below)

- G Exempted by statute other than Freedom of information
- G Unwarranted invasion of personal privacy
- G Would impair contract awards or collective bargaining agreements
- G Trade secret; confidential commercial information
- G Law enforcement records
- G Would endanger the life or safety of any person
- G Interagency or intra-agency materials
- G Records is not maintained by this agency
- G Record of which this agency is legal custodian cannot be found
- G 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 Knox, P.O. Box 116, Knox, NY 12107.