

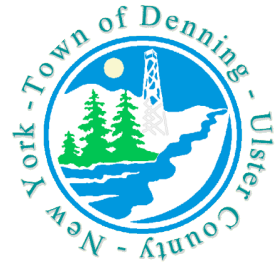
Town of Denning  
Town Clerk / Tax Collector

Joy Monforte

[townclerk@denning.us](mailto:townclerk@denning.us)

PO Box 277 - Claryville, NY 12725

Phone: (845) 985 -2411 - Fax: (845) 985-0188



TO: Joy Monforte, Records Access Officer

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

Under the provisions of the New York State Freedom of Information Law (FOIL), Article 6 of the Public Officers Law, which requires requests for access to records, must be responded to within 5 business days.

I wish to inspect and/or have a copy of the following records(s): Please circle and be as clear as possible in your request.

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

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

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

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

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

Daytime Phone: \_\_\_\_\_

FOR AGENCY USE ONLY

APPROVED

Date \_\_\_\_\_ Time \_\_\_\_\_ Photocopies: Number \_\_\_\_\_

Charge \_\_\_\_\_ Payment: Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_

DENIAL of ACCESS: I hereby certify that access to the above records, marked with an asterisk(s), has been denied for the reason(s) marked below:

\_\_\_\_\_ Exempted by statute other than the Freedom of Information

\_\_\_\_\_ Unwarranted invasion of personal privacy

\_\_\_\_\_ Record is not maintained by this agency

\_\_\_\_\_ Other (specify) \_\_\_\_\_

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed in writing to the Supervisor for the Town of Denning, PO Box 277, Claryville, NY 12725