Town Supervisor
Kevin J. Tollisen

Town Board
Jeremy Connors
Paul Hotaling
John Wasielewski
Eric Catricala

TOWN of HALFMOON

Lynda A. Bryan, Town Clerk
2 HALFMOON TOWN PLAZA
HALFMOON, NY 12065
COUNTY OF SARATOGA
(518) 371-7410 ext. 2233
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lbryan@townofhalfmoon-ny.gov

FOIL APPLICATION
FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

DATE:_____ (Office Use / Forwarded to _____)

APPLICANT/COMPANY NAME: _____

CONTACT INFORMATION

EMAIL ADDRESS: _____

PHONE #: _____ FAX#:_____

ADDRESS OF PROPERTY BEING FOILED:_____

I wish to obtain copies or inspect the following record(s): (PLEASE IDENTIFY & BE AS SPECIFIC AS POSSIBLE)

_____

_____

_____

_____

_____

_____

_____

SIGNATURE:_____

TO: APPLICANT

APPROVED:_____ (You may see and/or copy (this/these) records(s) as follows:

DATE:_____ TIME:_____PLACE:_____

NUMBER OF PHOTO COPIES_____ CHARGE_____

DENIED (REASON):_____

_____

Any person denied access to records may appeal the denial with the Town Board of the Town of Halfmoon within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Halfmoon, 2 Halfmoon Town Plaza, Halfmoon, NY 12065