

# VILLAGE OF COLONIE



VILLAGE HALL  
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COLONIE, NY 12205  
(518) 869-7562 FAX (518) 464-0389  
**FRANK A. LEAK, MAYOR**

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EDWARD F. SIM  
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JACK MURPHY  
TRUSTEE  
PATTY SCHWARZ LOCKART  
TRUSTEE  
JAMIE BLOT  
CLERK

## FREEDOM OF INFORMATION LAW (FOIL) REQUEST

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email Address (for e-mail response, if available)(optional) \_\_\_\_\_

I wish to inspect the following record(s): \_\_\_\_\_

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

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TO: Applicant – your request is hereby:

**APPROVED** \_\_\_\_\_ **TOTAL CHARGE: \$** \_\_\_\_\_

Records may be inspected, picked up in person, mailed to applicant or sent via email, if practical. Fee for records is 25¢ per page plus the cost of postage, if mailed. Additionally charges apply for large documents, photographs, or disks. Please make checks payable to the “Village of Colonie” and remit payment to the address above attention Clerk’s Office. Payment must be received before records may be released.

**DENIED** (or denied in part) for the reasons checked below:

- \_\_\_\_\_ Release of information would constitute an unwarranted invasion of personal privacy
- \_\_\_\_\_ Records requested cannot reasonably be located based on description
- \_\_\_\_\_ No record exists which responds to request/record cannot be found
- \_\_\_\_\_ Record is not maintained by this agency
- \_\_\_\_\_ Exempt by a law other than FOIL \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Clerk  
(FOIL 12/2017)

\_\_\_\_\_  
Date