

Town of Louisville

14810 State Hwy 37
Massena, NY 13662
Phone 315-764-7473
Fax 315-764-0187
TDD: 1-800-662-1220



Larry Legault, Supervisor
Amy Ellsworth, Town Clerk
Raymond Drake, Councilperson
Nancy Charleston, Councilperson
Shawn Thompson, Councilperson
Dan O'Keefe, Councilperson
Lindsey Gladding, Hwy Super
Terri O'Keefe, Tax Collector

REQUEST FOR RECORDS FORM

(under Freedom of Information Law)

NAME(S): _____

Address: _____

Tel.#: _____

Email: _____

How would you like information provided:

Email Fax Hardcopy

For Office Use Only

Date Received: _____

Date Supplied: _____

How it was supplied: _____

Authorizing Signature: _____

Person(s) requesting records should supply the following information: date(s); title(s); file designations, or any other information that will help to find requested records. Within five (5) business days of the receipt of a written request for a record reasonably described, the agency must make the record available, deny access in writing giving the reasons for denial, or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.

A fee of \$.25 per page will be required.

If denied, reason for denial:

Signature of Requester

Date