

# Town of Louisville

14810 State Hwy 37  
Massena, NY 13662  
Phone 315-764-7473  
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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.

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If denied, reason for denial:

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\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

The Town of Louisville is an Equal Opportunity Employer and Provider.