

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
Kevin Perretta, Councilperson
Nancy Charleston, Councilperson
Shawn Thompson, Councilperson
-----, 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

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