

**Town of Louisville**

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Massena, NY 13662  
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Larry Legault, Supervisor  
Amy Ellsworth, Town Clerk  
Kevin Perretta, 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

<b>For Office Use Only</b>
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