



Colony of the Arts  
Incorporated 1787

**TOWN OF WOODSTOCK**  
45 COMEAU DRIVE, WOODSTOCK, NY 12498  
Phone: (845)679-2113 - Fax:(845)679-8743  
[www.woodstockny.gov](http://www.woodstockny.gov)

Department: \_\_\_\_\_

Date Received: \_\_\_\_\_

### APPLICATION FOR ACCESS TO RECORDS

Under the provisions of the New York Freedom of Information Law (FOIL), Article 6 of the Public Officers Law, that requires requests for access to records be responded to within 5 business days. I hereby request records or portions thereof pertaining to:

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

After inspection, should I desire copies of all or part of the records inspected, I will identify the records to be copied and hereby agree to pay the established fees as specified below (*check one*):

- Please inform me of any fees before filling this request.
- Please supply the records without informing me if the fees are not in excess of \$ \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REPRESENTING** \_\_\_\_\_

**DENIAL OF ACCESS:** I hereby certify that access to the records above marked with an asterisk has been denied to the applicant for the following reason(s):

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

**DEPARTMENT** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ \*\* Right to appeal information on back of form\*\*

**SEARCH CERTIFICATION:** I certify that a diligent search has been conducted for the records requested for inspection by the applicant and that:

- The records have been provided.
- The records requested do not exist.
- The Town of Woodstock is not the custodian for such records.
- The records cannot be found.

**DEPARTMENT** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**COST OF COPIES:** .25 cents per page      Number of pages \_\_\_\_\_      Total cost \_\_\_\_\_

Payment received by \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

