



TOWN OF LYME
A waterside community

TOWN OF LYME
12175 NYS Rte 12E, PO Box 66
Chaumont, NY 13622
Ariana Henderson, Town Clerk
(315) 649-2788
lymetownclerk@townoflyme.com

(under Freedom of Information Law – FOIL)

REQUEST FOR PUBLIC ACCESS TO RECORDS

DATE: _____

TO: Ariana Henderson Town Clerk, Records Access Officer
Mail form to: PO Box 66, Chaumont, NY 13622 or email: lymetownclerk@townoflyme.com

I wish to FOIL the following record(s):
(Identify records you are interested in as clearly as possible)

Within (5) business days of the receipt of a written record request, the Town Clerk 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 approximate date when the request will be granted or denied. Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Town Board, at the address above. A fee of \$.25 per page will be required.

NAME: _____ PHONE#: _____

ADDRESS: _____

EMAIL ADDRESS: _____

SIGNATURE: _____

HOW YOU WOULD LIKE INFORMATION PROVIDED: EMAIL HARDCOPY MAILED

FOR OFFICE USE ONLY	
Date Received: _____	
Number of copies: _____	Charge: \$ _____
Denied (for the reason(s) checked below):	
<input type="checkbox"/> Would impair contract awards or collective bargaining agreements	
<input type="checkbox"/> Exempt by statute other than Freedom of Information	<input type="checkbox"/> Unwarranted invasion of personal privacy
<input type="checkbox"/> Record not maintained by this agency	<input type="checkbox"/> Law enforcement records
<input type="checkbox"/> Would endanger the life or safety of any person	<input type="checkbox"/> Other