

TOWN OF WALLKILL

**POLICY AND PROCEDURE FOR IMPLEMENTATION OF
FREEDOM OF INFORMATION LAW (FOIL)**

REQUEST FOR INFORMATION UNDER THE FREEDOM OF INFORMATION LAW

INSTRUCTIONS: In order to make a request for information under the Freedom of Information Law, the Town's procedures require that this form be completely filled out by the individual seeking access to records and provided to the Records Access Officer for the Town of Wallkill. Please complete this form and submit to Louisa M.Ingrassia, Records Access Officer 99 Tower Drive Bldg A Middletown NY 10941-2026 email to: foi@townofwallkill.com Fax 845-692-6051

PRINT NAME: _____

MAILING ADDRESS _____

PHONE NUMBER _____

Email Address _____

DETAILED DESCRIPTION OF RECORD(S) REQUESTED:

Signature _____

**RECORDS ACCESS OFFICER RECEIPT
DATE REQUESTED BY RECORDS ACCESS OFFICER:**

AFFIX DATE STAMP

Signature of Records Access Officer: _____

Louisa M.Ingrassia, Records Access Officer