

## Freedom of Information Request Form

The Town Clerk is the Town's Records Access Officer. If you wish access to a particular record, you may complete the Freedom of Information Request Form and send it to:

Town Clerk  
Town of Eastchester  
40 Mill Road  
Eastchester, NY 10709  
E-Mail: [townclerk@eastchester.org](mailto:townclerk@eastchester.org)

Your request for a record must reasonably describe the record and include information which would facilitate identifying and locating the record. Within five business days of receipt of your request we must either make the records available, deny access in writing giving reasons for the denial, or furnish a written acknowledgment of the request and tell you when the record will be available. There is a charge of 25 cents per page for a copy up to 9x14 inches. Larger copies are charged at the actual cost of production.

If your request is denied, you may appeal the Town Attorney within 30 days of the denial.

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### REQUEST FOR RECORDS PURSUANT TO FREEDOM OF INFORMATION LAW

Pursuant to New York State Freedom of Information Law, I hereby request the following documents from the records of Town of Eastchester.

Department \_\_\_\_\_

Records requested:\*

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

Date \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

\*If you are requesting a list of names and addresses, a notarized sworn statement will be required indicating that the list will not be used for commercial or fund-raising purposes.