

The Town Clerk is designated as the Record Access Officer. The Town Clerk's Office would like to ensure that citizens are provided access to all public records while private information is appropriately protected.

Recent changes to the Freedom of Information Law have made it possible for citizens to request access to public records through e-mail, and when possible receive records electronically. You may submit electronic requests to: enfieldclerk@hotmail.com.

For assistance in writing a Freedom of Information Law (FOIL) request, please review the information found on the **New York State Committee on Open Government website**. <http://www.dos.ny.gov/index.html>

Please note: you must include your mailing address in your e-mail in case the records requested are not available electronically.

You may also print the **Freedom of Information Request form** below and deliver it to:

Enfield Town Clerk
168 Enfield Main Road
Ithaca, New York 14850

If you have questions or concerns regarding access to records or public meetings, please contact the Enfield Town Clerk at (607) 273-8256.

TOWN OF ENFIELD – 168 Enfield Main Road, Ithaca, NY 14850

REQUEST FOR INFORMATION- (Freedom of Information Law
Effective January 1, 1978)

TO: ALICE LINTON, TOWN CLERK

DATE: _____

FROM: _____

PHONE: _____

I hereby apply to inspect the following record(s):

Signature

Date

FOR TOWN OF ENFIELD USE ONLY

APPROVED _____

DENIED _____ (FOR THE REASON (S) CHECKED BELOW)

_____ Confidential Disclosure

_____ Part of Investigatory
Files

_____ Unwarranted Invasion of Personal Privacy

_____ Exempted by statute other than the Freedom of Information Act

_____ Other (Specify) _____

Signature

Town Clerk/Records Management Officer
Title

Date

NOTICE: You have a right to appeal a denial of this application to the Records Access Officer of the Town of Enfield, who must fully explain his reasons for such denial in writing 7 days of receipt of appeal.

I HEREBY APPEAL:

Signature

Date