

Town of Manlius
301 Brooklea Dr.
Fayetteville, NY 13066

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

FOIL Request # _____

To: Allison Edsall, Records Access Officer

Date to be completed by: _____

Instructions: Identify the records you are interested in as clearly as possible. When applicable please indicate the property address and/or tax ID number. You may inspect the documents first and then request copies for (\$.25 per copy) any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Manlius at the address listed above.

I wish to inspect the following documents:

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

E-Mail Address _____

Sent to Department: Date _____

- | | | |
|---------------------|----------------------|------------------------------|
| _____ Assessor | _____ Clerk's Office | _____ Planning & Development |
| _____ Police | _____ Supervisor's | _____ Tax Office |
| _____ Town Attorney | _____ Other | |