

FORM A  
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 600 Rte 211 East, P.O. Box 398, Middletown, NY 10940.

**PRINT NAME:** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**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**