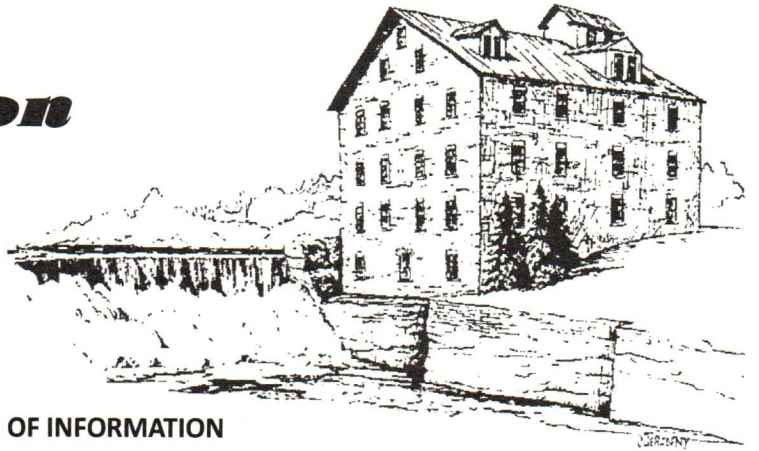


# Town of Mendon

*Preserving the Past...  
Protecting the Present...  
Promoting the Future*



## FREEDOM OF INFORMATION

The purpose of the Freedom of Information Law (FOIL) is to make records available to the public. Documents or records maintained by the Town of Mendon may be obtained by contacting Michelle Booth, Town Clerk. Requests can be made in the following ways:

Completion and submittal of this form can be made to the Town Clerk in person or by email (MBooth@TownofMendon.org). Call (585)624-6060 with any questions.

Requests forms can be found online by visiting the town's website at: <http://www.TownofMendon.org>

Go to "Departments/Town Clerk/FOIL Requests".

### Property Records

PROPERTY ADDRESS: \_\_\_\_\_

TAX ACCOUNT NO.: (if known) \_\_\_\_\_

**All Other Records: Please clearly define the specific records you are seeking. (A request for "anything" or "everything" will not be accepted).**

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

Once a determination has been made as to whether the requested records are available and/or disclosable, you will be notified. Please provide the appropriate contact information below.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

\_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

There is no charge to review the records. Copies of records will be made available upon payment of the following fees:

\$ \_\_\_\_\_ pages X .25 per page (for 8 1/2" x 11" or 14" documents) or the actual cost incurred by Town for reproduction.

\$ \_\_\_\_\_ actual cost of production for all other records.