



VILLAGE OF RHINEBECK  
76 EAST MARKET STREET  
RHINEBECK, NEW YORK 12572-1697

845-876-7015  
845-876-5583 FAX

**TO: Records Access Officer**  
**Village of Rhinebeck**  
**76 East Market St.**  
**Rhinebeck, NY 12572**

**Fax: 845-876-7015**

**E-mail: [pcoon@villageofrhinebeckny.gov](mailto:pcoon@villageofrhinebeckny.gov)**

**FROM:**

**Name:** Click here to enter text.

**Address:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Fax:** Click here to enter text.

**E-mail:** Click here to enter text.

**I hereby request approval to inspect the following record(s):** Click here to enter text.

**Signature of Applicant:** \_\_\_\_\_ **Date:** Click here to enter a date.

NOTE: In connection with making records promptly available, both courts and opinions of the Committee on Open government point to provisions of Public Officers Law, Article 89 (3), which requires that "within five business days of the receipt of a written request...will be acknowledged."

*(FOIL requests are subject to fees)*

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*For Village of Rhinebeck Use-Only*

Approved: \_\_\_\_\_ Completed: \_\_\_\_\_  
No. of Pages: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Cash/Check # \_\_\_\_\_  
Denied: \_\_\_\_\_

For reason(s) checked below:

- \_\_\_\_\_ A. Confidential Disclosures- Part of Investigative files
- \_\_\_\_\_ B. Unwarranted invasion of personal privacy
- \_\_\_\_\_ C. Record of which this agency is legal custodian cannot be found
- \_\_\_\_\_ D. Record is not maintained by this agency
- \_\_\_\_\_ E. Exempt by Statute other than the Freedom of Information Act
- \_\_\_\_\_ F. Other (specify): \_\_\_\_\_

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

Submit FOIL request with any of the following options:

Email: [village.clerk@rhinebeck-ny.gov](mailto:village.clerk@rhinebeck-ny.gov)  
Fax: 876-5583  
Mail: 76 East Market Street, Rhinebeck, NY 12572  
Hand Deliver: 76 East Market Street, Rhinebeck, NY 12572