APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS MAINTENANCE OFFICER

Name of Applicant: _________________________________________________________

Mailing Address: __________________________________________________________________________
_____________________________________________________________________________________
                                                                                         ____________
                                                                                         Signature
                                                                                         __________________________

Records requested (please be as specific as possible: _________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

FOR TOWN USE ONLY

Approved: □ __________________________

Denied: □ __________________________
         □ Confidential Disclosure □ Record is not maintained by Agency
         □ Unwarranted Invasion of Personal Privacy
         □ Exempted by Statute other than FOIL
         □ Record Cannot Be Found
         □ Part of Investigatory Files □ Other (specify)

Number of Copies: _______ Received at $.25 per copy _________
Date of Response: _______ Paid date: _________

Note: The Freedom of Information Law requests that within five business days of the receipt of a written request for a record reasonably described, the “agency” must make the record available, deny access in writing giving the reasons for denial or furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied.