

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
INC. VILLAGE OF FREEVILLE
PO BOX 288
5 FACTORY STREET
FREEVILLE, NY 13068

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD FOR:

Address (if applicable): _____

Describe Requested Record(s) in Detail: _____

Reason For Request: _____

Name: _____ Contact #: _____

Email: _____

Signature: _____ Date: _____

Representing: _____

Mailing
Address: _____

FOR AGENCY USE ONLY

Approved _____

Denied (For reason(s) check below)

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record of Which This Agency is Legal Custodian Cannot Be Found
- Record is not Maintained by This Agency
- Exempted by Statute Other Than the Freedom of Information Act
- Other (Specify) _____

Signature: _____ Title: _____ Date: _____

NOTICE: You have a right to appeal a denial of this application to the head of this Agency, who must fully explain his reasons for this denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL: _____ DATE: _____