

FREEDOM OF INFORMATION LAW  
Article 6 – Public Officers Law- Sections 84-90

To: RECORDS ACCESS OFFICER

\_\_\_\_\_  
Name of Agent Address

I hereby apply to inspect the following record:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

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FOR AGENCY USE ONLY

Approved \_\_\_\_\_

Denied ( For the reason(s) checked 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 Freedom of Information Act

Other ( Specify ) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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NOTICE: Request for appeals shall be made to Records Access Officer, Town Supervisor, who must fully explain reasons for such denial in writing seven (7) days after receipt of an appeal. All appeals will be heard by Town Board.

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I Hereby Appeal:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE