

**TOWN OF AMENIA ~ OFFICE OF THE TOWN CLERK
APPLICATION FOR ACCESS TO RECORDS**

I hereby apply to inspect the following records (please be specific):

Name _____ Representing _____

Mailing address: _____

City _____ State _____ ZIP _____

Phone _____ Date/Time of Request _____

Signature of Applicant: _____

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... for a record" the record shall be made available.

(FOR AGENCY USE ONLY)

{ Approved. Records were: { Mailed { Picked up by _____ (sign below)

Signature _____ Date _____ Time _____

{ Denied for reason(s) checked below:

{ Confidential Disclosure { Part of investigatory file { Unwarranted invasion of personal privacy

{ Record is not maintained by this unit { Record of which this unit is legal custodian cannot be found

{ Record is exempted by statute other than Freedom of Information Law

{ Other (specify) _____

Signature _____ Title _____

PLEASE TAKE NOTICE

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE RECORDS APPEAL OFFICER,
SUPERVISOR, PO BOX 126, 4988 ROUTE 22, AMENIA, NY 12501 WITHIN 30 DAYS FROM RECEIPT OF THE
DENIAL. THE APPEALS OFFICER MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING
WITHIN SEVEN DAYS OF RECEIPT OF AN APPEAL.