

# TOWN OF ORANGETOWN STATE OF NEW YORK

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER \* DEPARTMENT: \_\_\_\_\_

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                       |           |
|-----------------------|-----------|
| PRINT NAME            | SIGNATURE |
| REPRESENTING/BUSINESS | DATE      |
| MAILING ADDRESS       | TELEPHONE |

FOR AGENCY USE ONLY

- APPROVED
- DENIED {FOR THE REASON (S) CHECKED BELOW }
- CONFIDENTIAL DISCLOSURE
- PART OF INVESTIGATORY FILES
- UNWARRANTED INVASION OF PERSONAL PRIVACY
- RECORD CANNOT BE FOUND
- RECORD IS NOT MAINTAINED BY THIS AGENCY
- EXEMPTED BY STATUTE OF OTHER THAN 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.

|       |                    |
|-------|--------------------|
| NAME  | BUSINESS ADDRESS   |
| TITLE | BUSINESS TELEPHONE |

Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal I hereby appeal:

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

**RECEIPT IS HEREBY ACKNOWLEDGED:**

|       |       |
|-------|-------|
| NAME: | _____ |
| DATE: | _____ |