

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TOWN OF SAUGERTIES

SECTION I TO BE COMPLETED BY APPLICANT

INSTRUCTION TO APPLICANT: Please complete Section I. Give the form to the Freedom of Information Officer (the Town Clerk), who will return a copy to you as a response to your request.

TO:
Town of Saugerties
Town Clerk's Office
High Street, Saugerties, New York 12477

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD (Please describe the record sought. If possible, supply a date, a file title, number, and any other information that will help locate the record desired (be as specific as possible):

Four horizontal lines for describing the record.

Signature of Applicant and print name
Address:
Applicant Represents:
Date of Application:

SECTION II. For use by Freedom of Information Officer only.

- Denied (for reasons checked below)
Part of Investigative Files
Unwarranted invasion of Privacy
Record cannot be found.
Record not maintained by the Department
Exempted by Stature other than the Freedom of Information Act
Confidential Disclosure
Other (specify)

Receipt of this request is acknowledged. There will be a delay in supplying the requested record until for the following reason

Horizontal line for reason of delay.

Signature Title Date

SECTION III NOTICE TO APPLICANT

You have a right to appeal a denial of this application in writing to the office of the Town Attorney within (30) days of the denial. Information as to the person to contact is shown below. The contacted person must respond to you in writing within seven business days of receipt of your appeal.

Town Attorney, Town Hall, 4 High Street, Saugerties, New York 12477

I would like to be called. Phone # I will pick up information