



# \_\_\_\_\_ MONTH/YEAR \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

CC: \_\_\_\_\_

# TOWN OF MARBLETOWN APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE: \_\_\_\_\_

**TO: Town Records Officer,**

I wish to inspect the following record (s) – please be as clear, specific as possible (name reference, S/B/L#’s, etc.):

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

**Please check options that apply:**

- I am applying to inspect record (s)
- I am requesting copies: legal/letter-sized paper \$.25 per
- I am requesting reproduction of larger records/other media and understand that additional charges will apply (outside vendor fees, transportation/mileage fees).

**PRINT YOUR NAME:** \_\_\_\_\_

**REPRESENTING:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**DAYTIME PHONE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**AGENCY USE ONLY \*\*\*\*** Acknowledge: 5 DAYS \_\_\_\_\_ 20 DAYS \_\_\_\_\_

**APPROVED**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Photocopies: Number of Pages: \_\_\_\_\_ Charge: \$ \_\_\_\_\_ Paid Ck \_\_\_\_\_ Cash \_\_\_\_\_ Receipt# \_\_\_\_\_

**DENIED** (for reason (s) checked below)

- Exempt by statute other than Freedom of Information
- Unwarranted invasion of privacy
- Would impair contract awards/collective bargaining agreement
- Trade secret; confidential commercial information
- Law enforcement records
- Would endanger the life or safety of any person
- Inter-agency or intra-agency materials
- Record is not maintained by this agency
- Legal custodian of record cannot be found
- Other (specify) \_\_\_\_\_

Any person denied access to records may appeal the denial within 30 days of the denial: Such appeals should be addressed to the Supervisor of the Town of Marbletown, PO Box 217, Stone Ridge, NY 12484-0217

