

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
VILLAGE OF WALTON
21 NORTH ST.
WALTON, NY 13856
FAX: 607-865-4327

Under the provisions of the New York Freedom of Information law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to (or containing the following). Please be specific as to what you are looking for, ie: timeframes, dates, type of document, etc.:

CHOOSE ONE:

- I am requesting an appointment to inspect the records at the Village of Walton Clerk's office at no charge.
- I am requesting copies of records. I understand that the fees are \$0.25 per page for employee-copied records and \$1.00 per page for certification of records.

As per the Freedom of Information Law, the Village of Walton must answer your request within five days of receipt of your request. We will call or write if there is a problem with your request. Should your request be denied, we will send you a letter explaining why your request was denied. Denied request may be appealed to the Board of Trustees if you believe you were unfairly denied access to the requested records.

(Name – PLEASE PRINT)

(Date)

(Signature)

(Mailing Address)

(Telephone Number)

(email Address)

FOR AGENCY USE ONLY

APPROVED ☐

DENIED (reason checked below) ☐

- ___ Confidential Disclosure
- ___ 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 the Freedom of Information Act
- ___ Part of Investigatory Files
- ___ Other (specify) _____

(Signature)

(Title)

(Date)