

TOWN OF GREENWICH
2 ACADEMY STREET
GREENWICH, NEW YORK 12834

Telephone (518) 692-7611

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER

DATE:

DEPARTMENT: _____

I wish to inspect the following record(s): PLEASE IDENTIFY Title, Description & Date of Record

APPLICANT: _____

COMPANY NAME: _____

MAILING ADDRESS _____

TELEPHONE: _____

SIGNATURE: _____

TO: APPLICANT

FOR AGENCY USE ONLY

APPROVED _____ You may see and/or copy (this) (these) record(s) as follows:

DATE _____ TIME _____ PLACE _____

PHOTOCOPIES: NUMBER _____ CHARGE _____

DENIED (for the reason(s) checked below)

- ☐ Exempted by statute other than Freedom of Information
- ☐ Unwarranted invasion of personal privacy
- ☐ Would impair contract awards or collective bargaining agreements
- ☐ Trade secret; confidential commercial information
- ☐ Law enforcement records
- ☐ Would endanger the life or safety of any person
- ☐ Interagency or intra-agency materials
- ☐ Current examination questions or answers
- ☐ Record is not maintained by this agency
- ☐ Record of which this agency is legal custodian cannot be found
- ☐ Other (specify) _____

Any person denied access to records may appeal the denial with the Town Board of the Town of Greenwich within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Greenwich, 2 Academy Street, Greenwich, NY 12834.

SIGNATURE OF CLERK