

Application for Public Access to Records

Submit to: Laura Swarthout, Town Clerk / Records Access Officer
137 Main Street, Penn Yan, NY 14527 | (315) 536-8911 | townclerk@townofmilo.com

1 Requester information

Name / organization

Request date

Email

Telephone (optional)

Mailing address, city, state and ZIP

Provide an email or mailing address for the response. This form is a convenience; a written request reasonably describing the records may also be submitted.

2 Records requested

I request access to the following records. Include the subject, date range, department, property address, names or file numbers that will help identify them. Attach additional sheets if needed.

3 Access and delivery preferences

- | | | |
|--|--|---------------------------------------|
| ☐ Inspect records | ☐ Electronic copies | ☐ Paper copies |
| ☐ Email | ☐ Pick up | ☐ Mail |

Inspection and searching for records are free. Paper copies up to 9 x 14 inches cost \$0.25 per copy; other reproduction charges are limited by law. Request a cost estimate before copies are prepared.

4 Response and appeal rights

Within five business days after receiving a reasonably described request, the Town will provide access, deny access in writing, or acknowledge receipt in writing with an approximate decision date. The Town will assist with clarification if needed. Town Code § 90-7(D) also requires copies within 10 days of receipt of the request and payment, or written denial within 10 days of the request.

A denial, in whole or in part, may be appealed in writing within 30 days to the Town Board, Town of Milo, 137 Main Street, Penn Yan, NY 14527. Identify the records, request date and location, denial, appeal date, and your name and return address. Failure to respond as required may also be appealed. Within 10 business days of receiving an appeal, the Town Board must provide access or explain further denial in writing.

For Town Clerk use only

Date received _____ Request number _____

- | | | |
|----------------------------------|--|---------------------------------|
| ☐ Granted | ☐ Granted in part | ☐ Denied |
|----------------------------------|--|---------------------------------|

Reason(s) for denial / other disposition - check all that apply; explain the specific basis below.

- | | |
|--|---|
| ☐ Exempt under another State or federal statute | ☐ Unwarranted invasion of personal privacy |
| ☐ Impairment of contract awards / negotiations | ☐ Trade secrets / competitive injury |
| ☐ Danger to life or safety | ☐ Law-enforcement exception |
| ☐ Inter- / intra-agency exception; exclusions apply | ☐ Other legal basis (specify below) |
| ☐ Town does not possess the requested records | ☐ Not found after diligent search |

Identify withheld records, specific grounds and statutory citation; certify missing records on request. Attach details as needed.

Records Access Officer _____ Response date _____