

TOWN OF HANNIBAL
824 CAYUGA STREET
HANNIBAL, NEW YORK 13074
315-564-6037 x 25

APPLICATION FOR PUBLIC ACCESS TO RECORDS

DATE: _____

TO: DAWN COMBES, RECORDS ACCESS OFFICER

I wish to inspect the following records(s): (Identify records you are interested in as clearly as possible.)

Number of Copies requested: _____ (\$.25 per copy) Amount Due: _____

SIGNATURE: _____

PRINTED NAME: _____

ADDRESS: _____

CITY/STATE/ZIPCODE: _____

DAYTIME PHONE: _____

FOR AGENCY USE ONLY

APPROVED

DATE: _____

TIME: _____

NUMBER OF PHOTOCOPIES: _____

AMOUNT DUE: _____

DENIED(FOR 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
____ RECORD IS NOT MAINTAINED BY THIS AGENCY
____ RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND
____ OTHER (SPECIFY)

DATE RECORDS INSPECTED: _____

DATE RECORDS SENT: _____

FEE COLLECTED: _____

RECORDS ACCESS OFFICER SIGNATURE: _____

PURSUANT TO PUBLIC OFFICERS LAW ARTICLE 6

Your request will be reviewed within five business days of the receipt of your request for a record reasonably described. The Town will make such record available, deny the request in writing or furnish a statement of the approximate date when the request will be granted or denied. Should the request be denied, you have a right to appeal a denial within 30 days of the denial. Such appeals should be addressed to the Town Board of Hannibal, 824 County Route 34, Drawer B, Hannibal, New York 13074.