

Town of Scriba
42 Creamery Rd.
Oswego, NY 13126
315-343-8038

Date Received: _____
Date receipt given to requester: _____
Date sent to departments: _____
DUE DATE: _____

**APPLICATION FOR PUBLIC ACCESS TO RECORDS
FREEDOM OF INFORMATION REQUEST FORM**

TO: REBECCA A. LAVERY, RECORDS ACCESS OFFICER

I hereby request access to the following records: (where possible, please include record dates and other descriptive information.):

Print Name

Signature

Mailing Address

Phone#

City/State/Zip code

FOR AGENCY USE ONLY

☐ **APPROVED** Amount Due (.25¢ per page): _____ Date: _____

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

- ☐ Confidential Disclosure
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Would impair contract awards or collective bargaining agreements
- ☐ Confidential commercial information
- ☐ Would endanger the life or safety of any person
- ☐ Exempted by statute other than the Freedom of information act

- ☐ Part of Investigatory Files
- ☐ 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)

Signature/Title: _____ Date: _____

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 reasonable 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: Caraccioli Law, PLLC, 175 East 7th Street, Oswego, NY 13126