

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

TO: **Village Clerk** Records Access Officer

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

You may inspect the documents first and then request copies of the pages you actually want. Number of copies requested: _____ x \$.25 / copy = _____

Signature: _____

Printed Name: _____

Address: _____

City / State / Zip: _____

Daytime phone number: _____

Email Address: _____

FOR AGENCY USE ONLY

Approved: _____

Date: _____ Time: _____

Number of Photocopies: _____ Charge: _____

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 agency is legal custodian cannot be found.
- _____ Other(specify) _____

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the **Mayor of the Village of Piermont**
– 478 Piermont Avenue – Piermont, NY 10968.