



TOWN OF VESTAL

# APPLICATION PUBLIC ACCESS TO RECORDS

The Freedom of Information Law reaffirms your right to know how your government operates. It provides rights of access to records reflective of governmental decisions and policies that affect the lives of every New Yorker, under most circumstances.

Within five business days after receiving this request the Town will contact you to acknowledge receipt of your request and to advise you of its status. Please note that the Town may need additional time to gather the requested materials and will advise you of the date the materials will be available.

Date Rec'd by Dept.	intl: _____
<b>For Clerk Use Only</b>	<b>\$ .25 Per Page</b>
No. of pages	_____
Fee paid <input type="checkbox"/>	_____
Viewed Only	_____
Date Mailed	_____
How Contacted	_____

## APPLICATION REQUEST

**PLEASE COMPLETE ALL APPLICABLE INFORMATION, BEING AS EXPLICIT AS POSSIBLE, UNLESS THERE IS AN ATTACHED LETTER SPECIFICALLY DESCRIBING YOUR REQUEST.**

TO: Records Access Officer for: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Request copies of the the following records and agree to pay costs of such records.

Request to receive the following records via email: \_\_\_\_\_

Request to be notified when I may come in to inspect the record(s) requested. Please check notification preference  Phone  Email

Please refer to the attached letter. \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Applicant's Name (Please Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

(Include name of firm or organization \_\_\_\_\_  
and mailing address if applicable) \_\_\_\_\_

Applicant's Telephone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

## FOR AGENCY USE ONLY

At time of request, Department staff must attach to this form any written requests received in lieu of the Town's form and check the appropriate box above.

APPROVED

APPROVED WITH DELETIONS  
(SEE ITEMS AT RIGHT)

DENIED  
(SEE ITEMS AT RIGHT)

RECORD DOES NOT EXIST  
IN DEPARTMENT FILES

**RECORDS DELETED OR DENIED AS PER:** Public Officers Law, Section 87 (2).

a) Exempted by state or federal statute

b) Unwarranted invasion of personal privacy

c) Would impair present/imminent contract awards or collective bargaining negotiations

d) Are trade secrets

e) Compiled for law enforcement purposes which would:

i. interfere with law enforcement investigations or judicial proceedings

ii. deprive a person of a right to a fair trial or impartial adjudication

iii. identify a confidential source or disclose confidential information relative to a criminal investigation

f) Would endanger the life or safety of any person

g) Are inter-agency or intra-agency communications

h) Are examination questions or answers requested prior to final administration of such questions

i) Other \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please note - you have a right to appeal a denial of this application. Please send this Appeal request to the Town Attorney of the Town of Vestal. David Berger, 605 Vestal Parkway West, Vestal, NY 13850. Telephone 748-1514 ext. 389. The Town of Vestal will fully explain the reasons for such denial in writing within seven days after receiving an appeal.