



## TOWN OF ONEONTA

### TOWN CLERK

3966 NY-23, P.O. BOX A

WEST ONEONTA, NEW YORK 13861

(607) 432-2900 x.1 Tel (607) 386-4816 Fax

[www.townofoneonta.org](http://www.townofoneonta.org)

## APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: \_\_\_\_\_

To: Ryan F. Pereira, Records Access Officer

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

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You may inspect documents first and then ask for copies of the ones you actually want.

(Cost .25 per 8.5x11 & \$5.00 per 24x36)

Number of copies requested: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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### FOR AGENCY USE ONLY

APPROVED

Date: \_\_\_\_\_

Photocopies: Number [   ]

Charge \$ \_\_\_\_\_

DENIED (for the 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
- Records of which this 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 Randal I. Mowers, Town Supervisor, PO Box A, West Oneonta, NY 13861.