

# TOWN OF DAY

1650 North Shore Road, Hadley, NY 12835

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## APPLICATION FOR PUBLIC ACCESS TO RECORDS

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

To: Tracy Ladd, Records Access Officer

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Number of copies requested (\$.25 per copy) \_\_\_\_\_

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

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

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

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

Phone number: \_\_\_\_\_

=====

### FOR AGENCY USE ONLY

APPROVED \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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
- Record 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 the Supervisor of the Town of Day, 1650 N Shore Road, Hadley, NY 12835.