

FREEDOM OF INFORMATION LAW: FOIL REQUESTS

The Application for Public Access to Records is available at the Town Clerk's Office and on our website. Kindly forward the request to the address provided at the top of the form.

APPLICATION FOR PUBLIC ACCESS TO RECORDS

ATTN: RECORDS ACCESS OFFICER, TOWN OF NEWFANE
2737 MAIN STREET, NEWFANE, NEW YORK 14108

DATE: _____

DATE REC'D. BY ACCESS OFFICER: _____

PURSUANT TO FREEDOM OF INFORMATION LAW, I WISH TO INSPECT THE FOLLOWING
RECORD(S): _____

BRIEF EXPLANATION OF REASON OF INTEREST: _____

NAME: _____

ADDRESS: _____

APPLICANT SIGNATURE: _____

THE LAW REQUIRES ACCESS OFFICER TO REPLY WITHIN FIVE BUSINESS DAYS

ACCESS OFFICER REPLY: _____ The record is available for inspection.

_____ Access denied. Reason: _____

(You may appeal within 30 days of denial.
Appeal must be in writing.)

_____ Request acknowledged. Approx. date access will
be granted or denied: _____

SIGNATURE OF ACCESS OFFICER: _____ DATE: _____

COPIES OF RECORDS WILL BE PROVIDED UPON REQUEST, AT THE RATE OF \$.25 EACH.

RECEIPT FOR PAYMENT OF COPY FEES @ \$ _____ BY: _____

I ACKNOWLEDGE THAT THE RECORDS REQUESTED HAVE BEEN MADE AVAILABLE TO ME.

APPLICANT: _____ DATE: _____
