

**TOWN OF WINDSOR
124 MAIN STREET
WINDSOR, NY 13865
Phone: (607) 655-2023**

APPLICATION FOR PUBLIC ACCESS TO RECORDS

To: Records Access Officer

Date: _____

I hereby request copies and/or apply to inspect the following record (s):
(Identify records you are interested in as specifically as possible, including dates.)

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

Number of copies requested: _____ (\$.25 per page)

Within five (5) business days, this agency will respond to your request for records with an approximate date of when the request will be approved or denied.

FOR AGENCY USE ONLY

APPROVED

Date: _____

Photocopies: Number _____ Charge _____

DENIED (for reason(s) checked below)

- | | |
|---|---|
| <input type="checkbox"/> Exempted by Statute Other than Freedom of Information Law | <input type="checkbox"/> Law Enforcement Purposes |
| <input type="checkbox"/> Unwarranted Invasion of Personal Privacy | <input type="checkbox"/> Inter-agency or Intra-agency Materials |
| <input type="checkbox"/> Impairs contract awards or collective bargaining negotiations | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Trade secret(s); Confidential Commercial Information | |
| <input type="checkbox"/> Endanger the Life or Safety of any Person | |
| <input type="checkbox"/> Record of which this Agency is Legal Custodian Cannot be Found | |

Any person denied access to records may appeal the denial in writing within 30 days of the denial. Such appeals should be addressed to the:

Town of Windsor Supervisor, 124 Main Street, Windsor, NY, 13865.