

Application for Public Access to Records and Response

APPLICATION FOR PUBLIC ACCESS TO RECORDS
(Please print clearly)

TO: [Name]
[Address]

I hereby apply to inspect the records of [name of City/Village/Town]'s
[department/agency/individual] listed below:

Records requested (be as specific as possible; use back of form, if necessary)

Purpose for which records are requested:

Name: Phone: (Self/Organization represented)

Mailing address:

Signature: Date:

FOR AGENCY USE ONLY

- ☐ APPROVED
- ☐ DENIED
- ☐ RECORD CANNOT BE FOUND
- ☐ RECORD NOT MAINTAINED BY AGENCY

SIGNATURE DATE

-----DETACH-----

NOTICE TO APPLICANT: You have a right to appeal a denial of this application to the [Governing Body] of the [City/Village/Town] of [name of City/Village/Town] within 30 days of this denial, which Board must fully explain its reasons for such denial in writing within 10 days of an appeal. Failure to do so constitutes a denial of your appeal.