

TOWN OF WHITEHALL

57 Skenesborough Drive

Whitehall, NY 12887

Phone: (518) 499-1535

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

TO: Records Management Clerk

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 want.

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

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

Daytime Phone: _____

FOR AGENCY USE ONLY

APPROVED

DATE _____ **TIME:** _____

Photocopies: Number _____ **Charge** _____

DENIED (for 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 Town Board of the Town of Whitehall, 57

Skenesborough Drive, Whitehall, NY 12887.