

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: (\$.75 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)** _____

By law, the Town has five (5) days from the date that we receive the request to respond.

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.