

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: RECORDS ACCESS OFFICER  
INC. VILLAGE OF FREEVILLE  
PO BOX 288  
5 FACTORY STREET  
FREEVILLE, NY 13045

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD FOR:

Address (if applicable): \_\_\_\_\_

Describe Requested Record(s) in Detail: \_\_\_\_\_  
\_\_\_\_\_

Reason For Request: \_\_\_\_\_

Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representing: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

**FOR AGENCY USE ONLY**

Approved \_\_\_\_\_

Denied (For reason(s) check below)

- Confidential Disclosure
- Part of Investigatory Files
- Unwarranted Invasion of Personal Privacy
- Record of Which This Agency is Legal Custodian Cannot Be Found
- Record is not Maintained by This Agency
- Exempted by Statute Other Than the Freedom of Information Act
- Other (Specify) \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

NOTICE: You have a right to appeal a denial of this application to the head of this Agency, who must fully explain his reasons for this denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL: \_\_\_\_\_ DATE: \_\_\_\_\_