

APPLICATION FOR PUBLIC ACCESS TO RECORDS
VILLAGE OF ALDEN
13336 BROADWAY
ALDEN, NY 14004
TELEPHONE: 937-9216x10 FAX; 937-8936

TO: VILLAGE CLERK

(Date)

I HEREBY REQUEST TO INSPECT THE FOLLOWING SPECIFIC RECORD(S)

(If records are requested to be mailed and/or copies, fees and limitation will apply)

Signature of Requester

Representing

Address

Date

APPROVED DENIED ADDITIONAL TIME NEEDED

Description of records provided is inadequate to locate records, please resubmit

Additional time will be required to review or locate the records and/or
determination of rights of access.

Confidential disclosure part of Information Act.

Unwarranted invasion of personal privacy

Exempted under the Provisions of the Freedom of Information Act

Record is not maintained by the agency

Exempted by Statute other than the Freedom of Information Act

Other (specify) _____

Village Clerk

Date

NOTICE: You have a right to appeal a denial of this application to the head of this agency, the Mayor of the Village of Alden, at the same address listed above, who must fully explain his/her reasons for such denial in writing within ten business days after receipt of an appeal.

I HEREBY APPEAL:

Signature

Date