

TOWN OF NEW ALBION
14 Main Street
Cattaraugus, NY 14719
Phone: (716) 257-3661 Fax: (716) 257-3270

APPLICATION FOR PUBLIC ACCESS TO RECORDS

Date: _____

TO: Rose M. LaQuay, Records Access Officer

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/copy) _____

Signature: _____

Printed Name: _____

Address: _____

City/State/Zip: _____

FOR AGENCY USE ONLY

APPROVED

Date: _____

Time: _____

Photocopies: _____

Charge: _____

DENIED (For the 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

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of New Albion, 14 Main Street, Cattaraugus, NY 14719.