

Application for Public Access to Records (FOIL)

To: Rickey J. Collins, Town Clerk  
Records Management Officer  
151 Banker Road  
Plattsburgh, NY 12901

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

I hereby apply to: Inspect \_\_\_\_\_  
Have Copies \_\_\_\_\_  
By email \_\_\_\_\_  
By paper \_\_\_\_\_

The following Records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_  
\_\_\_\_\_  
Representing \_\_\_\_\_ Phone# \_\_\_\_\_  
\_\_\_\_\_  
Email Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

For Clerk use only

Date Received: 

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Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Record of which this agency is legal custodian cannot be found \_\_\_\_\_  
Record is not maintained by this agency \_\_\_\_\_

Acknowledgement of receipt \_\_\_\_\_  
Date \_\_\_\_\_  
Date upon which all Records must be Available in office (20day mark) \_\_\_\_\_  
Date \_\_\_\_\_

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

For Agency Use

Department: Supervisor\_\_\_ Accounting\_\_\_ Assessing\_\_\_ Tax Receiver\_\_\_ Cades & Zoning\_\_\_ Planning\_\_\_  
Parks & Recreation\_\_\_ Buildings & Grounds\_\_\_ Court\_\_\_ Highway\_\_\_ LDC\_\_\_ Water/Waste Water\_\_\_

**All documents legally need to be turned in to the Clerk's office by \_\_\_\_\_ . Please do NOT hand out information the Clerk's office will make copies for the requestor or set up a meeting to show the documents to the requestor.**

Notice: You have the right to appeal a denial of this application to the head of this agency; Bernard C. Bassett, Supervisor 151 Banker Road Plattsburgh, NY 12901. The Supervisor must fully explain his reasons for such denial in writing within seven days of receipt of an appeal.

I hereby appeal: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)