

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)