TOWN OF BRANT

1294 Brant North Collins Rd, PO Box 228, Brant, New York 14027

PH (716)549-0282 FX (716)549-0623

APPLICATION FOR PUBLIC ACCESS TO RECORDS

SUBMIT REQUEST VIA MAIL, FAX, EMAIL (townclerk@brantny.com)

DATE: _____

To: Thea A. Ells, Records Access Officer

I wish to inspect the following record(s): *(Identify records you are interested in as clearly as possible)*

1		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
2		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
3		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
4		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
5		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:

Number of copies requested ($.25 per copy): _____

CONTACT INFORMATION FOR PERSON MAKING REQUEST:

_____ _____

PRINT FULL NAME SIGNATURE

_____ _____ _____

STREET ADDRESS CITY, STATE, ZIP PHONE

FOR AGENCY USE ONLY

DATE REQUEST RECEIVED: _____

ATTORNEY REVIEWED DATE: _____

OF DBL COPIES: _____ *(For Blacking Out)*

of Reg COPIES: _____

DENIED ITEMS APPEALED: _____

APPEAL 1 _____

APPEAL 2 _____

APPEAL 3 _____

ITEMS DENIED (For the reason(s) checked below):

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	
_____	_____	_____	_____	____	Exempted by Statute other than Freedom of Information
_____	_____	_____	_____	____	Unwarranted invasion of personal privacy
_____	_____	_____	_____	____	Would impair contract rewards of collective bargaining agreements
_____	_____	_____	_____	____	Trade secret; confidential information
_____	_____	_____	_____	____	Law enforcement records
_____	_____	_____	_____	____	Would endanger the life or safety of any person
_____	_____	_____	_____	____	Interagency or intra-agency material
_____	_____	_____	_____	____	Record not maintained by this agency
_____	_____	_____	_____	____	Record of which this agency is legal custodian cannot be found
_____	_____	_____	_____	____	Exceeds Record Retention Period, No longer available
_____	_____	_____	_____	____	Other (Specify): _____

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 Brant, PO Box 228, Brant, NY 14027.