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.