

TOWN OF POTSDAM
18 ELM STREET
POTSDAM NY 13676
315-265-3430
townclerk@potdamny.us

To: Cindy Goliber, Records Access Officer

I hereby apply to inspect the following records:

_____ DATE	_____ SIGNATURE
_____ REPRESENTING	_____ PRINTED NAME
_____ PHONE	_____ MAILING ADDRESS

.....
FOR AGENCY USE ONLY

APPROVED _____ PLEASE REMIT \$ _____ Pages _____ x \$.25/page

DENIED FOR THE REASON(S) CHECKED BELOW

_____ CONFIDENTIAL DISCLOSURE _____ PART OF INVESTIGATORY FILES

_____ UNWARRANTED INVASION OF PERSONAL PRIVACY

_____ RECORD OF WHICH THIS AGENCY IS LEGAL CUSTODIAN CANNOT BE FOUND

_____ RECORD IS NOT MAINTAINED BY THIS AGENCY

_____ EXEMPTED BY STATUTE OTHER THAN FEEDOM OF INFORMATION

_____ OTHER _____

Date: _____
FOIL OFFICER SIGNATURE

.....
Notice: You have the right to appeal a denial of this application to the head of this agency. Supervisor Marie Regan, 18 Elm Street, Potsdam, NY 13676, who must explain reasons for such denial in writing 10 days upon receipt of an appeal.

I HEREBY APPEAL: _____
SIGNATURE DATE