

TOWN OF POTSDAM  
18 ELM STREET  
POTSDAM NY 13676  
315-265-3430

To: Cindy Goliber, Records Access Officer

I hereby apply to inspect the following records:

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

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

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Notice: You have the right to appeal a denial of this application to the head of this agency. Supervisor Ann Carvill 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

