

TOWN OF LANCASTER  
**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: **RECORDS ACCESS OFFICER**

\_\_\_\_\_  
Name or Title of Officer

I hereby apply to inspect the following record:

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

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email Address

**FOR TOWN USE ONLY**

APPROVED

DENIED (for the reason(s) checked below)

- Confidential disclosure
- Part of investigatory files
- Unwarranted invasion of personal privacy
- Record cannot be found using the manual and electronic search indexes maintained by this office
- Request does not reasonably describe an identifiable record
- Record is not maintained by this officer
- Request is for an inter-agency or intra-agency communication exempt from disclosure
- Request necessitates the creation of a report or record rather than the production of an existing record
- Exempted by statute other than the Freedom of Information Act
- Request is for information or an answer to a question **NOT** a record
- Other (specify) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

NAME: **LANCASTER TOWN ATTORNEY, 21 Central Avenue, Lancaster, New York 14086** **684-3342**  
Business Address

Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I Hereby Appeal:

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

WHITE: TOWN'S COPY

YELLOW: REQUESTOR'S COPY