**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: RECORDS ACCESS OFFICER

CITY OF LOCKPORT

LOCKPORT, NY

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

SIGNATURE DATE

MAILING ADDRESS

 **FOR AGENCY USE**

* **APPROVED**

**DENIED FOR 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 THE FREEDOM OF INFORMATION ACT
* OTHER (specify)

**SIGNATURE TITLE DATE**

**NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY**.

**NAME 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**

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