

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER
CITY OF LOCKPORT
LOCKPORT, NY 14094

NAME: _____ PHONE: _____

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 7 DAYS OF RECEIPT OF APPEAL.

I HEREBY APPEAL:

SIGNATURE _____ DATE _____