

TOWN OF HAVERSTRAW  
TOWN CLERK  
1 ROSMAN ROAD, SUITE 240  
GARNERVILLE, NEW YORK 10923  
PHONE: (845) 942-3727  
FAX: (845) 429-4964

**APPLICATION FOR PUBLIC ACCESS TO RECORDS**

DATE: \_\_\_\_\_

TO: Raquel Ventura, Records Access Officer.

I wish to inspect the following record(s): (Identify records you are interested in as clearly as possible.)

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

Purpose of requested record: \_\_\_\_\_

You may inspect documents first and then ask for copies of the ones you actually want.

Number of copies requested: (\$.25 per copy).

Signature: \_\_\_\_\_  
Company : \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

**FOR AGENCY USE ONLY**

**APPROVED**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Photocopies: \_\_\_\_\_ Charge: \_\_\_\_\_

**DENIED (FOR THE REASON(S) CHECKED BELOW)**

- \_\_\_\_\_ Exempted by statute other than Freedom of Information  
\_\_\_\_\_ Unwarranted invasion of personal privacy  
\_\_\_\_\_ Would Impair contract awards or collective bargaining agreements  
\_\_\_\_\_ Trade secret; Confidential commercial information  
\_\_\_\_\_ Law enforcement records  
\_\_\_\_\_ Would endanger the life or safety of any person  
\_\_\_\_\_ Interagency or intra-agency materials  
\_\_\_\_\_ Record is not maintained by this agency  
\_\_\_\_\_ Record of which this agency is legal custodian cannot be found  
\_\_\_\_\_ Other (specify) \_\_\_\_\_

Signature of Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

Any person denied access to records may appeal the denial within 30 days of the denial. Such appeals should be addressed to the Supervisor of the Town of Haverstraw, 1 Rosman Road, Garnerville, NY 10923