

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

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: _____
Email: _____
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