

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](mailto: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: \_\_\_\_\_

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