

TOWN OF BRANT

1272 Brant North Collins Rd, PO Box 228, Brant, New York 14027
PH (716)549-0282 FX (716)549-0623

APPLICATION FOR PUBLIC ACCESS TO RECORDS

SUBMIT REQUEST VIA MAIL, FAX, EMAIL (townclerk@brantny.com)

DATE: _____

To: Barbara Daniel, Records Access Officer

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

1		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
2		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
3		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
4		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:
5		
DEPT USE	SENT TO DEPT:	FINAL DISPOSITION:

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

CONTACT INFORMATION FOR PERSON MAKING REQUEST:

_____	_____
PRINT FULL NAME	SIGNATURE
_____	_____
STREET ADDRESS	CITY, STATE, ZIP
_____	_____
	PHONE

FOR AGENCY USE ONLY

DATE REQUEST RECEIVED: _____	DENIED ITEMS APPEALED: _____
ATTORNEY REVIEWED DATE: _____	APPEAL 1 _____
# OF DBL COPIES: _____ <i>(For Blacking Out)</i>	APPEAL 2 _____
# of Reg COPIES: _____	APPEAL 3 _____

ITEMS DENIED (For the reason(s) checked below):

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	
_____	_____	_____	_____	_____	Exempted by Statute other than Freedom of Information
_____	_____	_____	_____	_____	Unwarranted invasion of personal privacy
_____	_____	_____	_____	_____	Would impair contract rewards of collective bargaining agreements
_____	_____	_____	_____	_____	Trade secret; confidential information
_____	_____	_____	_____	_____	Law enforcement records
_____	_____	_____	_____	_____	Would endanger the life or safety of any person
_____	_____	_____	_____	_____	Interagency or intra-agency material
_____	_____	_____	_____	_____	Record not maintained by this agency
_____	_____	_____	_____	_____	Record of which this agency is legal custodian cannot be found
_____	_____	_____	_____	_____	Exceeds Record Retention Period, No longer available
_____	_____	_____	_____	_____	Other (Specify): _____

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 Brant, PO Box 228, Brant, NY 14027.