



TOWN OF WATERFORD

65 Broad Street

Waterford, NY 12188

Phone 518-235-8282

Fax 518-235-7677

WWW.TOWN.WATERFORD.NY.US



APPLICATION FOR ACCESS TO RECORDS

(1) TO: RECORDS ACCESS OFFICER: Town of Waterford 65 Broad Street Waterford New York 12188

I hereby apply for a copy of the following records:

NAME _____ ADDRESS _____

PHONE # _____ DATE _____

REPRESENTING: _____

(AGENCY USE ONLY)

(2) ACCESS GRANTED: _____

(Authorized signature)

DATE: _____ COPIES: _____

(Signed of initials of applicant)

(AGENCY USE ONLY)

(3) APPROVED

DENIED (for reason checked)

Confidential Disclosure

Part of Investigatory Files

Unwarranted Invasion of Personal Privacy

Record Not Maintained by this agency

Record of which this Agency is Legal Custodian cannot be found

Exempted by Statute other than Freedom of Information Act

Other (Specify) _____

Signed: _____ Title: _____ DATE: _____

(4) NOTICE: You have the right to appeal a denial of this application to the head of the Agency.

Town Board, Town of Waterford, Saratoga County, New York

Who must fully explain the reason for such denial in writing within seven days of the receipt of such an appeal.

I hereby appeal: _____ Date: _____

Signature