

DATE:

TO: Records Access Officer

FROM:

RE: Request for Public Information

I hereby apply to INSPECT or RECEIVE (Circle one) a copy of the following:

(Please describe the information in detail that you are seeking): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

-----  
For Agency Use Only

Access to the record described above is:

\_\_\_\_ Approved: This record will be available to be inspected/picked up\* during regular business hours on or after \_\_\_\_\_.

\*For copies there is a cost of \$.25 per page for a Total of \$ \_\_\_\_\_ for \_\_\_\_\_ pages.  
Paid per Receipt No. \_\_\_\_\_

\_\_\_\_ Denied (You may appeal per the Notice below.)

\_\_\_\_ Record of which this agency is legal custodian cannot be found

\_\_\_\_ Record is not maintained by this agency

\_\_\_\_\_  
Records Access Officer

Elaine W. Sater

\_\_\_\_\_  
Date

~~~~~  
NOTICE: You have the right to appeal a denial of this request within 30 days to the Supervisor of the town at the above address as per the Freedom of Information Law.