

**FOIL-APPLICATION FOR PUBLIC ACCESS TO RECORDS**

TO: RECORDS ACCESS OFFICER

**PHONE: (315)789-3922**

**FAX: (315) 789-7753**

**EMAIL: townclerk@townofgenevany.gov**

**AGENCY:** TOWN OF GENEVA  
c/o Records Management Officer  
3750 County Rd. #6  
Geneva, NY 14456

1) I hereby apply to inspect the following records: (at address above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) I hereby request copies of the following records at \$.25 per page:  
Note: Give complete identifying information-including dates, addresses, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
E-Mail Address

Agency represented, if any: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

.....FOR AUTHORITY USE ONLY.....

**APPROVED** \_\_\_\_\_

**DENIED** (For the reason(s) Checked Below)

- Confidential Disclosure
- Part of Investigatory Files
- Non-final Inter-agency or Intra-agency material
- Impairs present or imminent contract awards
- Record of which this Agency is Legal Custodian Cannot be Found
- Exempted by Statute other than the Freedom of Information Act
- Other (specify) \_\_\_\_\_
- Record is not maintained by this Agency
- Unwarranted Invasion of Personal Privacy

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

\_\_\_\_\_  
Date

.....APPLICANT USE.....

**NOTICE:** You have the right to appeal a denial of this application to the head of this agency within 30 days of this denial. The designated Appeals Officer is: Town of Geneva Supervisor, 3750 County Road #6, Geneva, NY 14456. The Appeals Officer will provide you with a written decision after consideration of your Appeal.