

TOWN OF STAFFORD

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: RECORDS ACCESS OFFICER (585) 344-1554 EXT 104

AGENCY: TOWN OF STAFFORD

8903 ROUTE 237

STAFFORD, NY 14143

Date

DESCRIPTION OF RECORDS REQUESTED FOR EXAMINATION: (MUST BE SPECIFIC & REASONABLE)

PHOTOCOPY REQUESTED \$.25 EACH?

☐

YES

☐

NO

Signature

Print Name

Agency represented, if any: _____

Email Address

Mailing Address: _____

I am requesting this information for the following reason (may select more than one):

☐

I am an individual seeking information for personal use

☐

I am affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose

☐

I am a representative of, or affiliated with, the news media and this request is made as part of a news gathering effort

☐

I am affiliated with a private corporation and am seeking information for use in the company's business for commercial purpose

☐

I am affiliated with a private corporation and am seeking information for use in the company's business for non-commercial purpose

The foregoing information will be used for statistical purposes.

----- FOR AUTHORITY USE ONLY -----

APPROVED _____

DENIED (For the Reason(s) Checked Below)

_____ Confidential Disclosure

_____ Unwarranted Invasion of Personal Privacy

_____ Record of Which this Agency is Legal Custodian Cannot be Found

_____ Exempted by Statue Other than the Freedom of Information Act

_____ Record is not maintained by this agency

_____ Other (specify) _____

Signature

Title

*NOTICE – COURT RECORDS ARE NOT UNDER THE JURISDICTION OF THE RECORD ACCESS OFFICER

YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE GENESEE COUNTY ATTORNEY, WHO MUST FULLY EXPLAIN THE REASONS FOR SUCH DENIAL IN WRITING SEVEN BUSINESS DAYS WITHIN RECEIPT OF AN APPEAL.

Signature

Date

NOTE: In New York State, an agency is legally authorized to deny a FOIL request if it is determined they will be used for solicitation or fund-raising purposes. Under the NYS Committee on Open Government FOIL Guidelines, releasing these lists is considered an unwarranted invasion of personal privacy.