

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Suzanne M. Snider, Records Access Officer
Village of Minoa
240 North Main Street
Minoa, New York 13116

Phone: (315) 656-3100
Fax: (315) 656-0825
Email: ssnider@villageofminoa.com

I hereby apply to inspect the following records:

Signature

Date

Representing

Mailing Address

FOR AGENCY USE ONLY

Approved _____

Denied _____ (For the reason(s) checked below)

- _____ Confidential Disclosure
- _____ Part of Investigatory files
- _____ Unwarranted Invasion of Personal Privacy
- _____ Record of which this Agency is Legal Custodian Cannot be Found
- _____ Record is not maintained by this Agency
- _____ Exempted by Statute other than the Freedom of Information Act
- _____ Other _____

Signature

Title

Date

NOTICE: You have the right to appeal a denial of this application to the head of this Agency who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I hereby appeal:

_____ Date _____