

APPLICATION FOR ACCESS TO RECORDS

To: Records Access Officer

Official Use Only

name of unit

address

I HEREBY APPLY TO REVIEW THE FOLLOWING RECORD(S):

name

date

representing

telephone

mailing address

zip

(for agency use only)

APPROVED _____

DENIED (for the reason(s) checked below)

exempted by state/federal statute

pending contract/bargaining negotiation

unwarranted Invasion of privacy

registered trademark/trade secret

record(s) part of an Investigation

endangerment to life or safety

Interagency transmittal/not policy oriented

part of test questions/answers

computer access code(s)

record not maintained by this unit

record of which this unit is the legal custodian cannot be found/does not exist.

other (specify) _____

Signature

Title

Date

PLEASE TAKE NOTICE

You have the right to Appeal a denial of this application to the RECORDS APPEALS OFFICER. An appeal must be made WITHIN 30 days from the date of receipt of the denial and the APPEALS OFFICER must fully explain the reason(s) for such denial in writing WITHIN 10 days of receipt of an appeal.

Please mail appeals to: **RECORDS APPEALS OFFICER**

Access to records is provided through the New York "Freedom of Information" Law (Public Officer's Law, Sections 84-90). The law is administered by the Committee on Open Government in the Department of State, 162 Washington Avenue, Albany, New York 12231, telephone 518-174-2518.