

**VILLAGE OF BUCHANAN
APPLICATION FOR PUBLIC ASSES TO RECORDS
OF THE VILLAGE OF BUCHANAN, NY 10511**

TO: RECORDS ACCESS OFFICER/S

Village of Buchanan
NAME OF AGENCY

236 Tate Avenue
ADDRESS

Buchanan, NY 10511
CITY, VILLAGE, STATE, ZIP CODE

I, HEREBY APPLY TO INSPECT THE FOLLOWING RECORD/S:

SIGNATURE

PRINT NAME

DATE

REPRESENTING

MAILING ADDRESS

PHONE NUMBER

FOR VILLAGE OF BUCHANAN USE – AGENCY

APPROVED: _____

DENIED : _____ (For the reason(s) check below)

_____ A. Confidential Disclosures _____ Part of Investigatory files.

_____ B. Unwarranted Invasion of personal privacy

_____ C. Record of which agency is legal custodian cannot be found

_____ D. Record is not maintained by this agency.

_____ E. Exempted by Statute other than Freedom of Information Act.

_____ F. Other (Specify) _____

SIGNATURE

TITLE

DATE

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY:

NAME

BUSINESS ADDRESS

WHO MUST FULLY EXPLAIN HIS / HER REASON(S) FOR SUCH DENIAL IN WRITING SEVEN (7) DAYS OF RECEIPT OF AN APPEAL:

I, HEREBY APPEAL:

SIGNATURE

DATE

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