

**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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