

TOWN OF CONKLIN

Sherrie L. Jacobs,
Town Clerk/Records Access Officer
1271 Conklin Road, P.O. Box 182
Conklin, NY 13748
(607)775-3454, Ext. 309

FREEDOM OF INFORMATION REQUEST

I. APPLICATION FOR ACCESS TO RECORDS

- A. I hereby apply to inspect the following record:

- B. I understand that I may either inspect this record at the Town Hall, or I may ask the Town Clerk to prepare photocopies. I further understand that the Town is generally entitled to charge a fee of \$0.25 per page for photocopies not exceeding 9x14 inches.

- C. I understand that the Town Clerk will respond to this application within five business days by either furnishing the record for inspection, denying this request for access, or acknowledging receipt of the request and stating the approximate date when such request will be granted or denied.

Signature: _____

Name: _____

Address: _____

Phone: _____

Date: _____

II. RESPONSE TO APPLICATION

A. Existence (Check One)

- The Town has possession of this record.
- The Town does not have possession of this record.
- The Town believes that another agency, _____, has possession of this record.

B. Action (Check One)

- The application for access is granted. Please contact the Town Clerk to make arrangements for inspection or copying.
- The application for access is denied for the reasons checked below:
- The records are specifically exempted from disclosure by State or Federal Law.
 - The disclosure of these records would constitute an unwarranted invasion of personal privacy.
 - The disclosure of these records would impair present or imminent contract awards.
 - These records are trade secrets or are maintained for the regulation of commercial enterprise and, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
 - The records are compiled for law enforcement purposes.
 - If disclosed, the records would endanger the life or safety of any person.
 - The records are inter-agency or intra-agency materials which are not statistical, factual tabulations or data; instructions to staff that affect the public, final agency policy determinations; or external audits including but not limited to audits performed by the comptroller or the federal government.
 - The records are computer access codes.

Town Clerk: _____ Date: _____

III. APPEAL

You may appeal a denial of this application to the Town Board of the Town of Conklin within thirty days of the denial. At its next regular meeting, the Town Board will review your appeal and will then either direct that access be provided to the records or provide you with a written statement fully explaining its reasons for upholding the denial of access.