APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: **RICKEY J. COLLINS, TOWN CLERK**
Records Management Officer
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901

I HEREBY APPLY TO: _____ **INSPECT** **DATE**_____
_____ **HAVE COPIES**
($0.25 each for standard page)
($5.00 each for maps)

THE FOLLOWING RECORDS:

_____

_____

_____

_____ _____
Name **Signature**

_____ _____
Representing **Phone #**

_____
Address

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FOR AGENCY USE ONLY

Department: Supervisor____ Accounting____ Assessing____ Tax Receiver____ Codes & Zones____
Planning____ Parks and Recreation____ Buildings and Grounds____ Court____ Highway____
LDC____ Water/Waste Water____

All documentation needs to be turned in to the clerk's office by_____. Please do not hand out information the clerk's office will make copies for the requestor or set up a meeting to show documents to the requestor.

APPROVED_____ DENIED_____

Record of which this agency is Legal Custodian cannot be found. _____
Record is not maintained by this Agency. _____

_____ _____ _____
Signature Title Date

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

Michael S Cashman, Supervisor **151 Banker Road, Plattsburgh, NY 12901**
Who must fully explain his reasons for such denial in writing seven days of receipt of an appeal.

I HEREBY APPEAL: _____ _____
Signature Date